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THE PHILOSOPHY BEHIND THIS REPORT IS THAT ARCHITECTS ALONE CANNOT EFFECTIVELY CREATE AN EDUCATIONAL FACILITY WITHOUT EDUCATIONAL SPECIFICATIONS WHICH ARE SUITED TO THE CURRICULUMS CONCERNED. SPECIFICATIONS FOR COLLEGES CAN BE DEVELOPED BEST BY THOSE WHO ARE RESPONSIBLE FOR IMPLEMENTING THE INSTRUCTIONAL PROGRAM. THUS, THERE IS A NEED TO DEVELOP ELABORATE EDUCATIONAL SPECIFICATIONS PRIOR TO THE INVOLVEMENT OF ARCHITECTS AND SIMILAR SPECIALISTS. THIS REPORT IS AN EFFORT ON THE PART OF A COLLEGE STAFF AND FACULTY TO PROVIDE THESE SPECIFICATIONS. IT IS A STATEMENT OF THE PURPOSE FOR WHICH EACH AREA TO BE BUILT WOULD BE USED. PLANNING IN EACH AREA IS PROJECTED FOR A TOTAL ENROLLMENT OF 5,000 FULL-TIME EQUIVALENT STUDENTS. IT ALSO REPRESENTS AN "IDEAL PLAN" FOR FUTURE CAMPUS DEVELOPMENT WITH EDUCATIONAL SPECIFICATIONS PRESENTED FOR ACADEMIC INSTRUCTIONAL FACILITIES, STUDENT SERVICES, 14 TECHNICAL AND SPECIALIZED INSTRUCTIONAL AREAS, FACILITIES FOR SERVICES SUPPORTING INSTRUCTION, AND NONINSTRUCTIONAL SERVICE AREAS. (HS)

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EDUCATIONAL SPECIFICATIONS
for

Polk
Junior
College

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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POLK JUNIOR COLLEGE 1964

UNIVERSITY OF CALIF.
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INFORMATION

MASTER CAMPUS PLAN

June 1965

JC 660 287

FOREWORD

Responsible educators have recognized that the modern college campus must be designed carefully if the complexities of the curricula are to be served. Architects themselves cannot create this educational facility without educational specifications which are tailored to the curricula concerned. Such specifications can best be developed by those who are responsible for implementing the instructional program. Thus, there is a need to develop elaborate educational specifications prior to the involvement of architects and similar specialists.

This document is an effort on the part of a college staff and faculty to provide the educational specifications needed by the designing architects for Polk Junior College. It is an expression of what is to take place in each of the spaces to be built and used on the new campus. Throughout this publication planning was projected for an enrollment of 5,000 full time equivalent students. It also represents an "ideal plan" for future campus development. However, skeptics should not be misled by the mentioning of the "ideal." Both time and money can be saved through this type of communication and the most efficient teaching facility can be obtained.

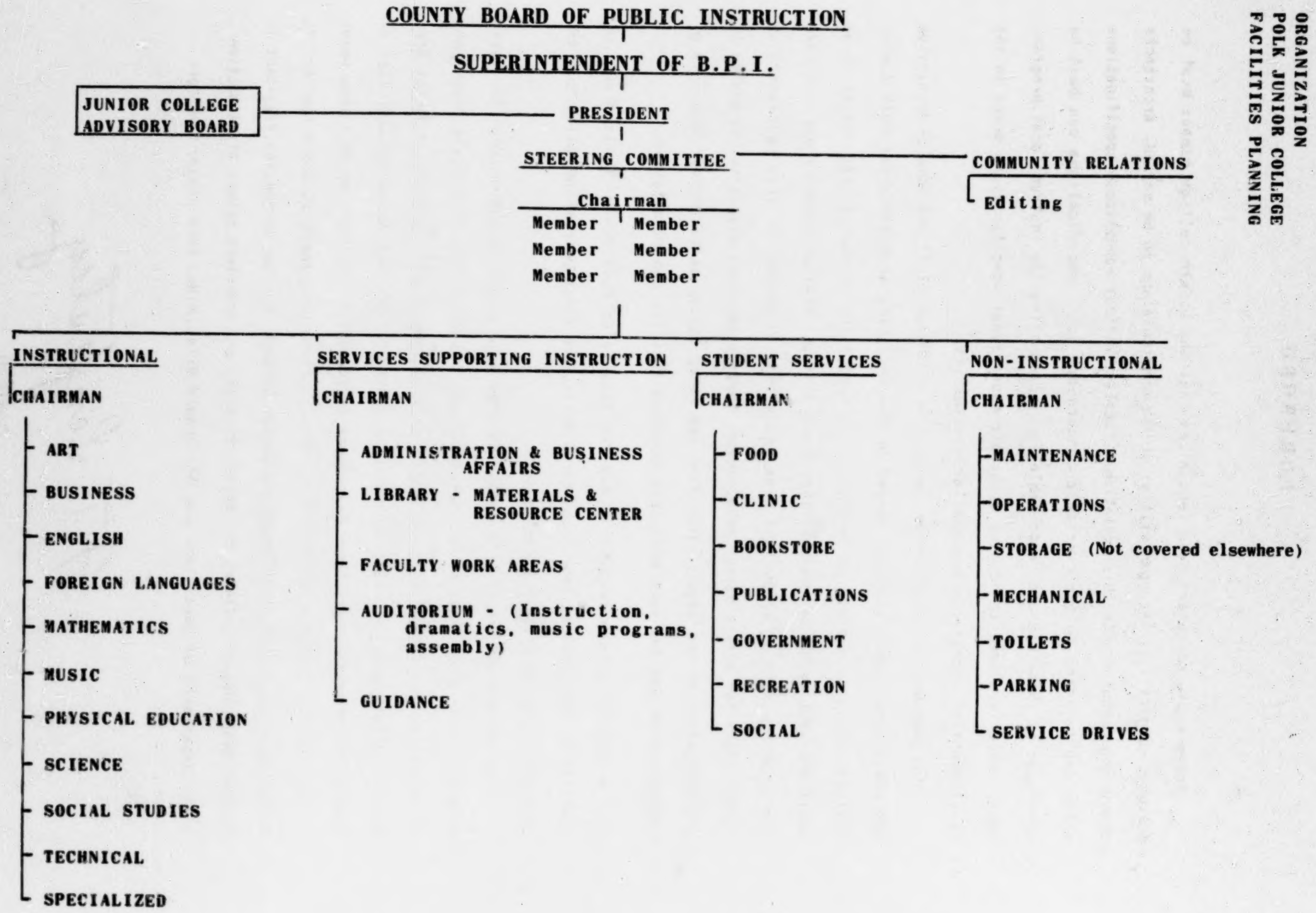
A special acknowledgment is due the faculty of Polk Junior College, who, in addition to the problems they encountered during the first year of operation, took the necessary time to prepare these reports.

The administration of Polk Junior College also wishes to acknowledge for their help in the initial planning Dr. Harold Cramer and Mr. Walter Rise, State Department of Education; Mr. Donald Bulat, Director of Development and Planning at Miami-Dade Junior College; and the state survey team headed by Dr. Lee Henderson, Division of Community Junior Colleges, State Department of Education. Included on this team were: Mr. A. Perkings Marquess, Specialist in Surveys, State Department of Education: Dr. T. Felton Harrison, President of Pensacola Junior College; Dr. Roy Bergengren, President of Daytona Beach Junior College; Mr. Walter B. Rise, Jr., architect, School Plant Section, State Department of Education; and Mr. Donald Bulat, Miami Dade Junior College.

F. T. Lenfestey

President

ORGANIZATION
POLK JUNIOR COLLEGE
FACILITIES PLANNING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BUSINESS
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FOREIGN LANGUAGES
MATHEMATICS
MUSIC
PHYSICAL EDUCATION
SCIENCE
SOCIAL STUDIES
TECHNICAL
SPECIALIZED
SERVICES SUPPORTING INSTRUCTION
CHAIRMAN
ADMINISTRATION & BUSINESS AFFAIRS
LIBRARY - MATERIALS & RESOURCE CENTER
FACULTY WORK AREAS
AUDITORIUM - (Instruction, dramatics, music programs, assembly)
GUIDANCE
STUDENT SERVICES
CHAIRMAN
FOOD
CLINIC
BOOKSTORE
PUBLICATIONS
GOVERNMENT
RECREATION
SOCIAL
NON-INSTRUCTIONAL
CHAIRMAN
MAINTENANCE
OPERATIONS
STORAGE (Not covered elsewhere)
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TOILETS
PARKING
SERVICE DRIVES

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        (Supply total size if the above is too difficult)

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    1. To Those Programs Which are Closely Related
    2. To the Entire Campus

ADMINISTRATIVE CENTER

I. PHILOSOPHY

A. Purpose

The preparation of citizens with attitudes and skills to take their place in our culture is a responsible undertaking. The administration of the college exists for the purpose of coordinating existing educational programs and for providing leadership and the development of new programs designed to promote attitudes and skills in the student.

B. Objectives

To continue the evaluation and supervision of the operation of the institution by appropriate adminmstration personnel.

II. INSTRUCTIONAL PROGRAM

Description of Activities

The relationship of the administration to the faculty, students and visitors will be on the face-to-face basis. Normally, one or two individuals will visit an office at a particular time. For this reason, offices may be relatively small with a conference room provided in the general area for larger groups. Communications will be paramount both between the administrative office itself and with the rest of the college. Easy access should be provided between the offices, with a possible alternate exit which would not be through the reception areas. Secretaries and receptionists should be spaced so they may have privacy in their work, yet maintain control of the reception areas.

III. SPACES OR AREAS OR ROOMS

A. Functions

1. Interviews
2. Counseling
3. Planning
4. Studying

B. Offices

1. A total of 21 offices will be necessary for the administrative center. Those listed below are offices requiring more than the usual 100 sq. ft.
    a. Presidential suite - 1,500 sq. ft.
    b. Vice-president - 1,200 sq. ft.
    c. Dean of Instruction - 1,000 sq. ft.
    d. Dean of Continuing Education - 1,000 sq. ft.
    e. Dean of Student Affairs - 1,000 sq. ft.
    f. Director of Services - 1,000 sq. ft.
    g. Academic Dean - 200 sq. ft.
    h. Dean of Technical Education - 200 sq. ft.
2. All offices should be in one vicinity (grouped around reception area) except for the business office, Registrar's office, and the counseling offices (see Counseling Center report, where the need for these offices has been outlined.)

3. The offices of the President, Vice-president and Dean of Instruction should be on the second floor.

C. Additional Spaces

1. A conference room seating 15-20 people should be available for larger groups.

2. A unit kitchen (approximately 200 sq. ft.) should be a part of the conference room.

3. An information center in the main lobby should be obvious to a person entering the front door. Since the switchboard operator-receptionist should be under the supervision of one of the major administrative offices, there should be easy access between the information booth and possibly the Director of Services' office.

4. Reception-secretarial rooms should be located in the following offices:

   a. Presidential suite
   b. Vice-president
   c. Dean of Instruction
   d. Dean of Continuing Education
   e. Dean of Student Affairs
   f. Director of Services
   g. One such room to be shared by the Academic Dean and Dean of Technical Education would also be desirable.

5. Reception area with space for 3 secretaries and file cabinet capacity for 20,000 student folders (approximately 2,500 sq. ft.)

6. A general registration area of 2,500 sq. ft. should be accessible to the Registrar's office.

D. Furniture and Equipment

1. Note Faculty Work Area report for routine offices. Special offices would require modern furnishings (executive-type desks, etc.).

2. A conference table for the conference room should be of such design that participants can see each other.

E. Environment

1. All offices should be comfortable (see Faculty Work Area report). Acoustically resilient floors would be desirable.

2. Executive offices, such as the President's suite, should have executive-type furnishings, acoustically resilient floors, etc.
The President's suite should be located on the second floor and have a general view of the campus.

3. Generally speaking, the design of all the offices in the administrative area should be traditional enough to indicate a connection with the past and yet modern enough to show that new and original thinking is also part of the educational process. An air of quiet modesty should be obvious to the visitor as well as to the occupant of the administrative wing.

F. Utilities

1. President's suite with toilet facilities

2. Climate control in all offices
3. Standard electrical outlets
4. The unit-kitchen (adjoining the President's suite) with proper plumbing, etc., for a sink assembly
5. Intercom or telephone between offices
6. Closed circuit TV in all offices
7. Toilets and wash basins in the 8 main executive offices listed under "Offices"

IV. STORAGE

A. Storage areas with shelves (20-100 sq. ft.) should be located in the following offices:

1. Presidential suite
2. Vice-president
3. Dean of Instruction
4. Dean of Continuing Education
5. Dean of Student Affairs
6. Director of Services
7. Academic Dean and Dean of Technical Education would probably share a storage area.

B. A locked closet (100 sq. ft.) for storing college archives: yearbooks, reports, newspapers, catalogues and other college material should be accessible to the President's suite. Appropriate shelving for such storage is desirable.

C. An area adjacent to the conference room of approximately 100 sq. ft. should be available for storing easels, blackboards, etc.

D. A storage area in the reception room for file cabinets and secretarial supplies (100 sq. ft.) will be necessary.

E. Registrar's office should have a storage room adjacent with filing space for 50,000 student folders (approximately 200 sq. ft.).

F. The business office should have a built-in, fire-proof vault (225 sq. ft.) with shelving.

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

A. To those programs which are closely related

Administrative offices should be grouped together except for the business office, the Registrar's office and the counseling offices, which should be readily accessible to students.

B. To the entire campus

The physical location of this area should be accessible both to the public and to college personnel without being in the main traffic arteries.

FINE ARTS AUDITORIUM

I. PHILOSOPHY

A. General Philosophy

The auditorium is a facility which has as its function the cultural, aesthetic, and educational development of the College family and the surrounding community.

B. Purposes

The structure will contain the auditorium proper (including stage), lobby, classrooms and faculty offices for speech, drama, music, art and humanities, rehearsal rooms, scene construction room, necessary storage rooms, and restrooms.

C. Objectives

1. To supplement the academic program of the College by serving as a place for formal lectures and films.
2. To provide a place for the performing arts (dance, concerts, recitals, drama).
3. To provide a place for occasional art and science exhibitions.
4. To provide a place for convocations, commencements.
5. To provide a meeting place for approximately 700.
6. To provide a place for storing necessary equipment and supplies.
7. To provide a place for the construction and storage of necessary props, costumes, etc.
8. To provide a place for performers, actors and others to dress, apply make-up, etc.
9. To provide a place for the offices of speech and drama.
10. To provide a place for the studio offices of music professors.
11. To provide a place for experimental theatre in the auditorium proper.
12. To provide a place for a future balcony.
13. To provide faculty offices for art and humanities.
14. To provide a place for radio and TV broadcasting.
15. To provide rest room facilities for the faculty, students and patrons of the arts, both male and female.
16. To provide a place for listening to records and tapes.
17. To provide classrooms for music, drama, speech, art and humanities.
18. To provide rehearsal rooms for music.

(Note: Although the auditorium structure contains many classrooms and offices, this report deals only with auditorium proper and directly related spaces. The Educational Specifications for music, art, speech, drama and humanities offices and classrooms are contained in other appropriate committee reports.

II. INSTRUCTIONAL PROGRAM

A. Activities

1. Formal lectures
2. Convocations and commencements
3. Film presentations
4. Dramatic productions
5. Chorus presentations
6. Band concerts
7. Recitals
8. Meeting of associations, organizations and large groups

9. Music instruction
10. Drama instruction
11. Operas
12. Exhibitions such as art and science in the lobby (For this a fairly good sized lobby is desired.)
13. Ticket-selling and transmitting information about performances, concerts, etc. (For this a small booth with a phone on one side of the lobby is desirable.)
14.. Radio and television broadcasts
15. Mass television viewing
16. Rehearsing and practicing
17. Speech presentations
18. Debating

B. Grouping

Auditorium to seat 700 persons

C. Time Modules and Schedule

1. Modules may last from 50 minutes to 3 or 4 hours

2. Schedule (Not determined at this time)

D. Number of rooms or spaces

1. One auditorium
2. One stage
3. One storage room for stage props and scenery (30' X 50')
4. One work shop area for building stage scenery and props The workshop should contain adequate cabinets for small tools, nails and a workbench. Will be used as a teaching facility.
5. One backstage dressing room for 10 men
6. One backstage dressing room for 10 women
7. One large lobby for standing crowds and occasional art and science exhibits
8. One ticket booth
9. One light control room for lights in auditorium
10. One costume storage room
11. One men's "backstage" rest room
12. One women's "backstage" rest room
13. One orchestra pit This pit must be large enough to contain a 50 piece orchestra and constructed in such a manner as to be hidden when not in use.
14. One storage room for one grand piano
15. One radio and television transmitting room
16. One waiting and temporary storage area (right wing of stage.) This is for actors or performers to stay in while waiting for their cues and for the placement of stage props during a production.
17. One audience rest room for males
18. One audience rest room for females

III. SPACES OR AREAS OR ROOMS

A. Functions

The function of each of the areas and rooms listed in II-D is self-explantory

B. Physical Contents of Rooms

1. Auditorium

a. Furniture

(1) Seven hundred reclining seats with writing arms-continental seating
(2) Wall-to-wall carpet

b. Equipment

A TV camera from time to time

2. Stage

Furniture and equipment depends upon the nature of the plays, number of speakers, number in chorus, or whatever the activity might be. Therefore, this question cannot be specifically answered. There should be one 20' X 20' freight door directly back of the stage. From time to time there will be tables, chairs, easel, lecturns, benches for a musical chorus of 100 and a microphone. One regular curtain and one transparent one, both, which may be operated manually or from the light control room; 1800 - 2000 square feet, suggested size.

3. Storage room for stage props and scenery

Props and scenery also vary with various dramatic productions. The scenery measures approximately 20' X 30'. The props are all sizes.

4. Workshop Area

a. Furniture

(1) Cabinets for storing 2 or 3 hammers, nails, buckets of paint, and handsaws
(2) Counter (10 feet in length)
(3) Sawhorses

b. Equipment

Three paint sprayers (3' x 3' x 3')

c. Size

One thousand square feet used for teaching facilities

5. One men's backstage dressing room

Furniture

a. Ten chairs
b. Ten tables
c. Ten mirrors
d. Ten lockers (1' x 1' x 6')
e. Two lavatories

6. One women's backstage dressing room

Furniture

a. Ten chairs
b. Ten tables
c. Ten mirrors
d. Ten lockers (1' x 1' x 6')
e. Two lavatories

7. One large lobby for standing crowds and occasional art and science exhibits

   Furniture

   a. Ten tables (3' x 6'); occasional
   b. Twenty chairs; occasional

8. One ticket booth

   Furniture

   a. One chair
   b. One table (3' x 3')
   c. One telephone

9. One light control room will contain one table (3' x 3'), three chairs and panels of light switches and rheostats. Suggested footage 12' x 12'

10. One costume storage room with racks for approximately 100 costumes.

11. One men's backstage rest room

    a. One toilet
    b. One lavatory

12. One women's backstage rest room

    a. One toilet
    b. One lavatory

13. One orchestra pit

    The pit will contain a maximum of 50 chairs and 50 sheet music stands for 50 orchestra members.

14. One storage room for grand piano and stool

15. One radio and television transmitting room

    Technical radio and TV equipment will go in this room. Approximately four tables and chairs will be in it. (15' x 15' suggested size of this room.)

16. Waiting and temporary storage area (right wing of stage - facing the stage) with no permanent walls separating it from the stage. A few actors and a few stage props may be in this area during a dramatic production. (800 square feet - suggested size.)

17. Two audience rest rooms, one for males and one for females

C. Technical equipment

   1. Audio-visual equipment for cultural and formal college lectures.

      Sound system: Microphones and outlets

      a. Four in the orchestration pit
      b. Six on the stage

         (1) One microphone in rollable lecturn
         (2) Two microphones in stand lecturns
         (3) Three standing microphones

2. Speaker Systems, all "hidden"

    a. Necessary stereophonic in the main auditorium for concerts, etc.
    b. One speaker system in all other rooms supplied with individual volume control
    c. Facilities for outside speakers

3. Amplifiers

    a. Two with one acting as a backup system
    b. Controllable from either the orchestra pit or control room

4. Stereo-Player

    Permanently housed in a large, rollable lecturn with extra stereo speakers, record storage, lockable, on soft rubber tires

5. Organ

    Facilities for a full-size pipe organ console to be installed later in the orchestra pit. Space provided for installation of pipes at a later date.

6. Two pianos, one concert grand, one upright.

NOTE: The whole auditorium shall be acoustically "correct."

D. Projection Equipment

1. Facilities in the control room

    a. One 16 mm. motion picture projector
    b. One universal (3½" x 3½", 2" x 2", or micro) slide projector

2. Facilities on the stage

    a. Overhead projector in the rollable lectern
    b. Large projection screen that may be angled for use with the overhead projector. Contols for this screen should be both electrically and manually operated from either the control room or orchestra pit.

3. Television Equipment

    a. Three 29" rollable television receivers
    b. Lighting

        (1) "House" lights

            (a) Sufficient for lighting the whole auditorium. The auditorium lighting sufficient for note taking. There shall be no natural light in the auditorium or exhibition areas.
            (b) Controlled from control room and orchestra pit.
            (c) Rheostat for the main lights

        (2) Spotlights

            (a) One movable, rheostat-operated, with place for filters in the control room.
            (b) Three fixed center stage from the ceiling, permanently aimed at the usual rostrum point.
            (c) Two portable chalk boards - 4' x 8'
            (d) One portable projection screen
            (e) Lighting - all controlled from control room

(i) "Banks" of overhead, kleig lights, with each bank "raisable". Rheostat controlled. Each light shall be manually movable and with a holder for filters.
(ii) Six movable spotlights at the control room.
(iii) "Pop-up" footlights
(iv) Sufficient outlets for all stage equipment, workshop,etc.

E. Environment

1. Lighting

a. Lighting sufficient for every room and space
b. Auditorium lighting should have a dimming system

2. Temperature Control

Every space and room (except storage rooms) should be temperature controlled

IV. RELATIONSHIP WITHIN THE SPACE OR AREA

A. Auditorium is the area which determines the relationship of all other rooms and areas.

B. Stage joins the front of the auditorium.

C. Prop and Scenery Storage room to the left or right of the stage.

D. Workshop Area directly to the left (facing the stage) of the stage without any permanent doors or walls separating it from the stage. A soundproof mobile wall included so that at times the workshop area could be "cut-off" from the stage.

E. Performers' dressing rooms and rest rooms should be somewhere near the stage area so that the performers do not have to come in visible contact with the audience.

F. Audience rest rooms off the lobby for men and women.

G. Lobby

H. Ticket Booth

I. Light control room directly above the lobby and having a glass panel through which to view the stage.

J. Costume storage somewhere "backstage."

K. Orchestra pit in front of and below the level of the stage. Constructed so as to be hidden at times when not in use. The floor of the orchestra pit built to be raised or lowered.

L. Grand Piano Storage Room adjoining the right wing of the stage.

M. Radio and TV Transmitting Room directly above the lobby and having a huge glass panel through which to view the stage area.

N. Waiting and temporary storage room (right wing of the stage-facing the stage.)

TEACHING AUDITORIUM

I. PHILOSOPHY

A. Purposes

Provide a facility where large classes in experimental education may be held using new methods in team teaching with audio-visual techniques.

B. Objectives

1. Enable students to acquire knowledge and skills as economically and rapidly as possible.
2. Provide spaces for large groups for testing, orientation, etc.

II. INSTRUCTIONAL PROGRAM

A. Courses

Lecture and demonstration in all disciplines

B. Activities

1. Teacher
    - a. Lecture
    - b. Demonstration
    - c. Supervise
2. Students
    - a. Observation
    - b. Note taking

C. Grouping

Could be from seventy-five to five hundred

D. Time Module and Schedule

Vary from fifty minutes to several hours

E. Methods of Instruction

Lecture, demonstration

III. SPACES OR AREAS OR ROOMS

- A. One large area but divisible to seat groups of one hundred to one hundred and fifty.
- B. Comfortable chairs with writing surface.
- C. Good student visibility should be provided to instructor stand or screen
- D. Climate controlled and acoustically treated.
- E. Lights for note taking while watching film or T.V.

F. Electric outlets for control at speakers platform as well as central control from core area.

IV. STORAGE

Provided in core area if more than one auditorium is constructed. If only one is constructed than an area 10 x 10 ft. should be provided behind stage or screen.

V. RELATIONSHIP WITHIN THE SPACE OR AREA

Located in the learning resourses center if a core facility or if divided can be located in any of the academic buildings.

STUDENT PERSONNEL SERVICES

I. PHILOSOPHY

A. Purposes

1. Student Personnel Services are designed to promote the well-being, self esteem and total development of the individual student by supplementing and supporting the academic processes.

2. Student Personnel Services have the specific purpose of rendering specialized assistance to individual student members of the faculty and administration and to the community at large.

3. Student Personnel Services are administratively divided into two areas:

   a. Counseling Services include all services related to helping students achieve individual success and personal development. Counselors will, in most cases, be working with students on an individual basis. These services will include academic counseling, clinical services, and such related and supporting services as deemed necessary. The effectiveness of counseling services will be measured by the extent to which the individual needs of students have been met.

   b. Student Services include the extra-curricular activities and services which are designed to enrich the total college environment and support the academic program by providing opportunities for students to participate in creative expressions of individual interests and ability. In addition to the student activities and organizations, emphasis will be given to the other services such as vocational placement and health facilities which contribute to student welfare.

4. The Dean of Students is the chief administrator of Student Personnel Services. He will be assisted by the Director of Counseling Services and the Director of Student Services.

B. Objectives

1. The major objective of counseling is to meet the needs of the students of Polk Junior College. On a broad general basis these needs may be classified as having to do with academic problems, social adjustment and extracurricular activities, financial concerns, vocational planning and personal fulfillment. It is the feeling of the counselors that the environment of the Counseling Center will contribute significantly to the success of the counseling program. The student should feel welcome and comfortable when he enters and waits in the center. This feeling of well-being should be further strengthened as the student enters the counseling relationship on a personal basis in an office that is both comfortable and private.

   a. To assist the student in determining the academic program of study most beneficial for him to pursue.

   b. To enable the student to acceptably handle the academic work load through the improvement of speech, hearing, reading, and study habits.

   c. To give the student individualized help with any personal, educational, vocational or social problems that may arise.

   d. To impliment a Testing Program designed to objectively measure the abilities, aptitudes, interests, and maturity of each student so that he may better achieve an education to meet his needs.

e. To assist the needy, high-ability student in securing financial help to complete his education.

f. To assist the student in vocational exploration.

2. It is the objective of Student Services to provide ample opportunities, staff and facilities for a broad experience of college life including the opportunity of self government and responsible participation in the college community.

   a. To provide facilities for all-campus activities, as well as small group extra-curricular activities.

   b. To provide opportunities for informal reading and social activities such as cards, chatting, listening to music, television, etc.

   c. To provide specific and adequate supervision for the work of the Student Government Association.

   d. To provide supervision for the production of the college newspaper, annual and literary magazine.

   e. To provide supervision for health services including first aid, emergency care and examination.

   f. To provide for job placement services.

II. INSTRUCTIONAL PROGRAM

A. Counseling Program

1. Pre-College Counseling:

Polk Junior College shall encourage visits by high school students and their parents. It is hoped that the Counseling Center may be regarded by students and future students alike as an area where they may seek help and feel that this help will be given as fully as possible.

2. Housing:

Polk Junior College will follow the policy of most of the other junior colleges of the state in assuming no responsibility toward the housing of students. However, the college will make every effort to cooperate with the students and the residents in making all possible information regarding housing available to the students. This information will be made available through the Counseling Center.

3. Testing:

Counseling is concerned with the making of choices with the individual's search for an answer to the question, "What shall I do?" When these choices involve decisions about education and career, an important part of the information about the student often comes from an analysis of his performance on standardized tests. Every counselor working in this area needs to be thoroughly grounded in the basic principles of mental measurement and thoroughly familiar with a number of the more commonly used tests.

4. Financial Aid:

Financial aids will be available in the form of loans, scholarships and assistantships. These will be available through a central committee and will require several files for records, information and publicity materials. A bulletin board would be helpful in this general area for publicity.

5. Placement:

Placement in the junior college will ordinarily be handled through the individual departments and professors. However, there will be a central person to coordinate the work of all the departments, and keep a record of students. This will mean a small filing system, perhaps a Rolodex.

6. Activities:

Extracurricular and group activities will take place wherever they may best be housed. Depending on the type of activities, the groups may meet in classrooms, lounges or conference rooms. There will again be someone whose responsibility it is to keep a calendar of such meetings, so that there will not be schedule conflicts. This should require no extra space.

B. Instructional Program

1. Orientation

The orientation program is the responsibility of the Student Personnel Services. This program must be taken by all entering freshmen. Even though it is desirable to have small classes, these classes may be taught in large groups of fifty or more students. The regular instructional classrooms may be used for this program. The classrooms do not need to be adjacent to the Counseling Center.

2. Activities

Each Orientation program will be taught by several counselors. Each counselor will have instructional responsibilities toward each of the Orientation classes. Many of the counselors will use recordings, filmstrips, films and closed circuit TV in their teaching. The instructional classroom should be a learning laboratory where any subject may be taught.

3. Grouping

There will be no grouping of the students within the large Orientation classes. Students will be referred to the Counseling Center for further counseling in small groups or on an individual basis.

4. Enrollment Projection for 5,000 FTE

There will be approximately 3,000 students enrolled in the Orientation classes when enrollment reaches 5,000 FTE.

III. SPACES OR AREAS OR ROOMS

A. Spaces - part of the Counseling Center

1. Reception Room

a. A waiting-reception-secretarial area to accommodate twenty students and three clerical workers, student personnel records and housing information. Seating accommodations should be available for twenty students waiting to see counselors.

b. It will be necessary to have sufficient filing cabinets to accommodate the personnel files of approximately twenty thousand students.

c. This waiting room should be a comfortable, homelike area, carpeted, with arm chairs and magazines.

2. Counseling Offices

a. One counselor per 245 full time equivalent students is reccommended, each of these counselors should have a private working space for student conferences.

b. These twenty offices should be well lighted, carpeted and attractive. They should have at least one window, and contain a desk,a comfortable swivel desk chair, a second comfortable chair for the student and at least one upholstered straight chair for a second student or parent.

3. Clinic Area - two separate areas

a. Reading Clinic

(1) This area should consist of a room that will be used only for reading development. In this area will be housed machines and use use of students on an individual basis.

(2) This area will contain ten booths of the type used in language laboratories. Each booth shall be approximately three by five feet. This space will provide for a booth and a chair for the student. Controlled readers will be used in these booths. An area approximately fifteen by twenty-five feet should be of sufficient size to accommodate library type tables and chairs for twenty students. This area should be well lighted and attractive. It will be used as a laboratory and as a classroom.

(3) One wall should contain open bookshelves. There should be storage closet or cabinets to house ten small machines of film strip projector size (Controlled readers.) There should be space to hold three machines of film projector size.

(4) A small office for the director of the Reading Clinic should be located in the reading area.

b. Multi-use Clinic

This area should consist of a room that may be very flexible in use. It may be used as a small classroom for groups meeting for group counseling. It may be used for a speech, hearing or other clinical activity. This area should be well lighted and attractive. It is recommended that it contain approximately the same shelving and storage facilities as the reading clinic.

4. Testing Room

A testing room for fifty students with provision for a writing area for each student, also a locked storage space for testing equipment. A small office for the director of testing should be located in the testing area. This office should have an entrance apart from the testing room and should be soundproof. A viewing window should be incorporated between the office and the testing room. This will enable the director of testing to observe the students being tested and consult about other tests, appointments or results of tests.

5. Conference Area

   The area should be provided with a private conference area where counselors or other groups may meet. This area should be carpeted and attractive. There should be provision for seating for a group of approximately twenty-five around a conference table.

6. Display

   A display bulletin board should be placed in the waiting room, for display of information. Attractive well lighted glass encased approximately four by eight feet in size.

7. Restrooms (separate facilities for students and counselors)

8. Room for Vocational Guidance Information, approximately 10 x 12 ft.

B. Furniture, Equipment and Instructional Materials:

1. Reception Room
   - a. Arm chairs for seating 20 students
   - b. Desks for three clerical workers
   - c. Carpeting

2. Counseling Offices
   - a. Desk
   - b. Carpeting
   - c. Comfortable chair
   - d. Comfortable chair for student
   - e. Several upholstered straight chairs
   - f. Typewriter desk

3. Reading Clinic
   - a. Library-type tables
   - b. Straight chairs
   - c. Language lab booths
   - d. Bookcases
   - e. Blackboard
   - f. File cabinets

4. Multi-use clinic
   - a. Library-type chairs
   - b. Straight chairs
   - c. Bookcases
   - d. Blackboard

5. Testing Room
   - a. Individual desks for fifty students
   - b. Desk and chair for office
   - c. Filing cabinets for printed materials

6. Conference Area
   - a. Table for group of twenty-five
   - b. Straight chairs
   - c. Carpeting

7. Vocational Guidance Information Room
    a. One table and six chairs
    b. Predominately storage

C. Environment - homelike and attractive with upholstered chairs, carpeting and green plants.

D. Utilities
1. Climate controlled throughout
2. Conference and clinic areas equipped with electrical outlets
3. Well lighted throughout

IV. STORAGE

A. Reception Room

Sufficient filing cabinets to accomodate personnel files on twenty thousand students.

B. Counseling Offices
1. File cabinet
2. Bookshelves for 200 books

C. Clinics
1. Reading Clinic
    a. Bookshelves for 1,500 books
    b. Space for storage of ten film strip machines
    c. Five, four-drawer file cabinets
2. Multi-use Clinic
    a. Bookshelves for 500 books
    b. Closet for equipment storage
    c. One file cabinet
3. Testing Room - two locked, four-drawer files.
4. Vocational Guidance Information
    a. Shelves for 1,000 books
    b. Six four-drawer file cabinets

V. RELATION TO OTHER AREAS AND ACTIVITIES

Student Personnel Services should be located in the student center.

FACULTY WORK AREA

I. PHILOSOPHY

A. Purposes

The design of the office for each member of the faculty of Polk Junior College should contribute to his effectiveness as a teacher in his field. This design should help to contribute to the production of ideas for the faculty member. It should illustrate the desire of the teacher to help provide society with an enlightened, well-trained, mature citizen.

B. Objectives

This design of office should also provide an atmosphere in which the teacher may lead a student to cultivate his own ideas in appreciation of his culture. Ultimately, this design should offer private, adequate, quiet, attractive surroundings for study, lesson preparation, administrative duties and student counseling.

II. SPACES AND AREAS OR ROOMS

A. Functions - Activities of Teachers

1. Study and preparation (reading, writing, drawing)
2. Grading and recording
3. Counseling and tutoring students
4. Coordinating and consulting with other faculty members
5. Filing and recording
6. Correspondence and reports

B. Furniture and Equipment

1. Forty linear feet of open, one foot deep, adjustable shelving for books
2. Double pedestal desk with Yale type locks
3. Padded swivel desk chair
4. Two or three straight padded chairs
5. Two four-drawer filing cabinets
6. Acoustically treated material
7. Diffused fluorescent lighting (blue daylight bulbs) sufficient for desk work
8. Door with lock

C. Environment

It is planned that there will be separate offices for each of the anticipated two hundred thirty-five (235) faculty members. Faculty offices should be adjacent to the offices of their department heads. Faculty offices should also be located, where possible, in the same building as their classrooms or teaching areas. Included should be:

1. Temperature control
2. Acoustically treated material
3. Window, if outside wall
4. Dignified finish and color

D. Utilities

1. Two electrical outlets (110 V.)
2. Telephone outlet
3. Intercom with Department Head

III. DIVISION AREA OFFICE

A. Division Chairman's Office Area

The division chairman's suite should consist of his office, an office for a secretary, student help staff and a meeting room containing a conference table to seat about twenty persons.

B. Department Head's Office Area

The department head's office area should consist of his office, an office for a department secretary, student help staff and a meeting room containing a conference table to seat about twenty persons.

1. Functions and Activities

   a. Correspondence and mail service
   b. Filing (security of tests)
   c. Mimeograph, typing
   d. Supervision of two student assistants
   e. Phone call service for faculty
   f. Office supplies (coffee)
   g. Faculty appointments and visitors
   h. Thermo-fax reproduction
   i. Machine grading of tests

2. Furniture and Equipment

   a. Three desks with typewriters and chairs
   b. Two file cabinets (legal size, with locks)
   c. Dictaphone
   d. Wall clock
   e. Mail boxes for faculty

3. Environment

   a. Controlled temperature
   b. Soundproofing and wall-to-wall carpeting
   c. Reading level lighting

4. Utilities

   a. Electrical outlets (110 v, four plugs, eight foot spacing)
   b. Telephone outlet.

C. The faculty washroom facilities should be available on each floor and separate from and not available to the student body.

IV. RELATIONSHIP WITHIN THE SPACE OR AREA

In addition to subjects that do not require areas or arrangements, such as English, mathematics, social studies and business administration, there are those that call for special consideration. For these special subjects reference should be made to the facilities planning reports from the following divisions.

A. Counseling Center

Should be located, arranged and equipped as noted in requirements report; Area of Instruction. Offices are needed for twenty (20) faculty members.

B. Language and Fine Arts Division

1. Office for chairman of Language and Fine Arts Division
2. Offices for department heads of English - speech, humanities and modern languages (3)
3. Offices for the following professors:

    a. English and speech: Thirty-five (35)
    b. Humanities

        (1) Fine Art: five offices (5)
        (2) Modern Languages: five (5)
        (3) Music: two standard type offices Four studio type offices as described in Music III C

C. Library Division

Provide office facilities for present and projected staff of six as required for the Library Building outlined in Library Specifications Report.

D. Physical Education Division

1. Office for Division Chairman
2. Office for Athletic Director
3. Department Head Office
4. 18 offices for faculty of eighteen (18)

E. Exact Science Division

1. Offices for the chairman and heads of the following departments: mathematics, physics, chemistry and biology.
2. This division has need for particular arrangement of offices in relation to location of classrooms, laboratories and prep rooms. Sixteen offices near classrooms, fourteen (14) offices near laboratories. Additional offices are needed for twenty (20) mathematics professors.

F. Social Science Division

1. Office for chairman and the following department heads: history, psychology, sociology and business administration.

2. Estimated total faculty requirement is forty-five (45).

G. Technical Education

1. Special faculty offices and arrangements for the business education department outlines in their report. Five (5) offices to satisfy the needs for business education department.

2. Individual specifications from each of the following departments: Engineering, Citrus, Data Processing, Electronic Technology. Sixteen (16) offices to satisy the needs of these departments.

H. Nursing Division

1. Office for chairman
2. Office for department head
3. Offices for ten (10) additional faculty members.

LIBRARY

I. PHILOSOPHY

A. Purposes

In keeping with the ideals of the junior college in its preparation for enlightment of its citizens, the library must serve as the intellectual hub of the learning center. This hub must be to the citizen a place for storage of information, a service to disperse information and an encouragement to use this stored information for assimilation. The more citizens the library influences, the greater the achievement.

B. Objectives

1. In order to fulfill its philosophy the library must strive to secure the very best as well as the most recent forms of stored knowledge.
2. Then, the library must introduce the student to the stored information and show him how to find this material most expediently.
3. In further keeping with the philosophy of the library, the staff of the library and the instructional personnel of the college must work closely together to augment the curriculum.
4. Most inportantly the library staff must encourage the individual to pursue further acquisition of knowledge.

II. CIRCULATION AREA

A. Space Allocation

1. At least 200 sq. ft. should be available for charge desk and space behind this. The charge area should have a doorway leading to the stacks and a work area.
2. The work area should be free standing shelves and tables.
3. Nearby might be an informal reading area for reading and waiting.
4. Circulation librarian office nearby.

B. Storage

1. Charge desk approximately 20 feet long - designed for library charges.
2. At least 4 book trucks (metal) #84 (Gaylord)
3. Librarian high chairs for working.
4. Files for books charged.
5. Three work tables, (30 x 60) with chairs.
6. Three hundred linear feet of free standing shelving, 10 inches deep.
7. Typewriter and movable desk.

C. Relationships within the space or area

1. This area is to be a check-out area. It is best to have at least a glassed area where strict quiet is not necessary.
2. This area should be near the exit so that it might control persons leaving the building. Further inside the building would be the public elevators and other areas of the library.
3. The circulation desk with its staff offices, perhaps the busiest station in the library, whould be placed near the main entrance and adjacent to a doorway leading to the reserve reading room. This doorway could also lead to the shelving area for the reserve room. Bookstacks and reading spaces should be located to the rear of the circulation department and the reserve reading room.
4. All materials will be checked out here and returned here.
5. Fines and notices of overdue materials will be controlled here.

III. REFERENCE AREA

A. Space Allocation

Near the circulation department should be the reference department with its service desk and offices. Between circulation and reference department should be the card catalog cabinets. Of course, the reference collection should be in close proximity to the reference desk. Opening to this area, yet not visible to the public eye, should be the technical processing division: order, catalog and serials. A shipping and receiving room should be located to the rear of the building off the technical processing area. A freight and staff elevator and staff stairway should be near technical processing.

1. Seating for as many as possible in this area. There should be a controlled exit or at least supervision nearby. 12,250 sq. ft. (seating 450)
2. An office for reference librarian
3. A desk available for supervision
4. Room for micro-reading and for storage. Tables and chairs. 500 sq. ft.
5. Typing room for student typing. Glass enclosed for control and quietness. Ten typing tables and chairs. 500 sq. ft.
6. Stack area to care for 15,000 volumes. 1,000 sq. ft.
7. Area for 10 legal size, 4 drawer cabinets for vertical file.
8. Shelf list cabinet for vertical file and for reference.

B. Equipment

1. 15 drawer card catalog. Cabinets and base (16")
2. 10 legal size 4 drawer files for vertical file
3. Microfilm printer one table and chair
4. Microfilm reader two tables and chair. These can be in area glass surrounded for control yet in an area that could be darkened for reading.
5. Storage for microfilm cabinets 3 x 12 feet
6. Waist high shelving for ready reference: 100 linear feet adjustable shelving
7. Fifty tables for two readers (48" x 36" x 29") and 100 chairs seating 100 students
8. 75 tables for 4 readers (36" x 60" x 29") seating 350 students
9. Two areas for informal reading with rug and informal furniture. 250 sq. ft. each

C. Relationships within the space or area

1. A ready reference area should be provided for tight control of reference books.
2. The room should be completely surrounded by stacks for reference books.
3. Quiet should be maintained as much as possible, through location and through the uses of sound absorbing materials.
4. Xerox available for copying materials not to be taken from the library. This equipment should be shielded to be as quiet as possible.
5. Card catalog should be adjacent.

IV. AUDIO VISUAL AREA

A. Space Allocation

1. Office for AV supervision 200 sq. ft.
2. Store room - for equipment
3. A previewing room to seat at least 35 students 800 sq. ft.

B. Equipment

1.	Opaque projector	6
2.	Slide and film strip projector	15
3.	Carts	20
4.	Screens	15
5.	Movie projector	10
6.	Tape recorders	20
7.	Stereo	5
8.	Record Players	10
9.	Overhead projector	20
10	TV receiver	6

C. Relationships within the space or area

1. To store all AV materials as well as to repair and replace materials.
2. Near exit for easy access.
3. Attached or near should be a sound-proof listening room for records, tapes and music.
4. Cabinet areas for storage of large equipment as well as table top work areas are needed.

The library should have one main entrance and exit since the open stack system will be employed. Materials could be checked and controlled with the one exit. Emergency exits could be planned as necessary.

It is desired that the large public services area on main floor be as open as possible with few, if any, columns. The bookstacks should be steel, freestanding stacks, 7½ feet standing 4 feet 4 inches to 4 feet 6 inches on center. Bookstacks and reading spaces should have ceiling of 8 feet. The ceiling should be of an acoustical material attractively placed and it may be used on walls in area of heavy traffic. The floor on the entrance may be terrazzo with safety treads where needed. All reading areas and bookstacks should have floors of rubber tile, though consideration would be given to use of carpet in certain areas. All floors which are used by the staff should be of cork and restroom floors of terrazzo. Walls in general may be plastic with some attractive uses of washable plastic.

The library should be completely climate controlled with adequate lighting.

A browsing reading room would be for informal reading. This could be arranged as a casual and recreational reading area. If possible, this could be prepared to allow smoking. It could be carpeted and have comfortable casual chairs.

V. SEMINAR ROOM - 1,000 sq. ft. divisible, used for informal conferences.

Equipment

1. Blackboards on opposite walls
2. Chairs
3. 2 speakers stands
4. 2 tables
5. Folding doors to divide into 2 sections

VI. TECHNICAL PROCESSING AREA

A. Space Allocation

1. Catalog

   a. Librarian office (100 sq. ft.)
   b. Clerk typist (2) (100 sq. ft. each)
   c. Student assistand (200 sq. ft.)

d. 360 linear feet for holding books to be cataloged (180 sq. ft.)
e. 120 linear feet for holding LC catalog books. With 150 slanted shelves in front for work space (60 sq. ft.)
f. Shelf list - catalog trays - 4 sections (33" x 7") (11 sq. ft.)
g. Selin typewriter and work area (11 sq. ft.)

2. Acquisition

a.	Librarian office	100 sq. ft.
b.	Clerk typist (2)	100 sq. ft. each
c.	Student assistant	200 sq. ft.
d.	Files and work area	360 sq. ft.
e.	CBI on wheels	26 sq. ft.

B. Equipment

1. Catalog

a. Librarian office - desk, chair, file, bookcase, wastebasket, extra chair, one metal book truck #84
b. Clerk typist (2 of each) - typing desk, electric typewriter, wastebasket, chair, metal book truck #84
c. Student assistants - 1 desk, 1 chair, 1 wastebasket and 1 metal truck
d. 360 linear feet of shelving (adjacent) for books to be cataloged
e. 120 linear feet for holding Library of Congress card books, with slanted table attached in front
f. Card catalog shelf list. Twelve-fifteen drawer (33" x 17") file and four bases (16").
g. Five extra chairs
h. Typewriter and table
i. Selin typewriter and vulcanizer, table and chair

2. Acquisition

a. Librarian Office - desk, chair, file, bookcase, wastebasket, extra chair, one metal book truck #84
b. Clerk typist (2 of each) - typing desk, electric typewriter, wastebasket, chair, metal book truck #84
c. Student assistants - 1 desk, 1 chair, 1 wastebasket and 1 metal truck
d. Typewriter on movable table and chair
e. CBI on wheels and chair

3. Relationships within the space or area

a. This area shall receive all new materials
b. It should be the duty of those working in this area to prepare all materials for circulation or for use
c. This is planned for staff work area
d. Individual work will be the mode

VII. RESERVE AREA

A. Space Allocation

1.	Charging Area	100 sq. ft.
2.	Shelving	16 sq. ft.
3.	Seating at 40 tables (4 persons)	1,120 sq. ft.

B. Equipment

1. Charge desk, small 6 x 3
2. Typewriter (manual), typewriter desk and chair

3. Wastebasket
4. Files for reserve cards
5. Table for holding reserve lists
6. Shelving 100 linear feet for 1,000 reserve books
7. 40 tables, round 48" 29" high 160 chairs
8. Book truck

C. Relationships within the space or area

1. Charge desk for reserve books should be right at the exit of the reserve book room with only one exit for students
2. Should be near Reference room, circulation desk

VIII. SERIALS AREA

A. Space Allocation

1.	Librarian office	100 sq. ft.
2.	Order clerk typist	100 sq. ft.
3.	Acquisition clerk typist	100 sq. ft.
4.	Student assistant	200 sq. ft.
5.	Shelving for periodicals	180 sq. ft.
6.	Files - shelf list and check in	
7.	Pamphlet binding and repairs	100 sq. ft.
8.	Four lines for check in (33" x 17" x 4')	50 sq. ft.
9.	Work desk (waist high) for pamphlet binding with materials underneath	10 sq. ft.
10.	Shelving in stack form for 2,000 volumes	
11.	Seating for 350 at four reader tables	8,750 sq. ft.
12.	Five casual spots (seating 20 people)	700 sq. ft.

B. Equipment

1. Order librarian - desk, chair, file, bookcase, wastebasket, extra chair, metal truck #42
2. Clerk typist (2 of each) typing desk, electric typewriter, wastebasket, chair, metal truck #42
3. Student assistants - desk, chair, wastebasket, truck #42
4. Typewriter (manual) and moveable desk and chair
5. Shelving 480 linear feet shelving
6. Files two 15 drawer card files for shelf list
7. Visible files for check in - each tray holds 60 entries, 50 trays, 4 tops and bottoms
8. Work desk (waist high) with materials stored underneath 6' x 10' high chair
9. One flat bed truck used for binding 24" x 48"
10. Eight tables, four reader rectangle 36" x 60" x 29" high 350 chairs
11. Five round tables 48" diameter 29" high 20 chairs

C. Relationship within the space or area

The serials department can be near stacks, but should have large area for storage. This storage will be used for volumes of magazines awaiting missing issues. Also storage will be used for boxes and materials for bindery.

IX. PUBLIC AREA

A. Space Allocation

1. Card catalog six 60 drawer files - 60" x 41" x 18" 150 sq. ft.
2. Space should be allowed between card catalog so that waist high tables might be used

3. Display cases - 2 each - 10 sq. ft.

B. Equipment

1. Six 60 drawer card catalog (60" x 41" x 18") 6 base attached
2. Four tables 30" x 60" waist high with stools on either side
3. Two glass table cases. Display lighted
4. Two built 4' x 6' lighted bulletin boards facing outside on either side of entrance door
5. Two 4' x 6' cork bulletin board with glass doors well placed in library
6. Uncovered 4' x 6' bulletin board in staff area for posted materials
7. One small 2' x 2' bulletin board in staff lounge

C. Relationships within the space or area

1. The card catalog should be near the reference and the order departments and near entrances
2. Display areas are to be used to show attractively designed advertisements of library holdings. One should be located near exits and visible from inside and outside.

X. STAFF AREA

A. Space Allocation

1. Director of Library	400 sq. ft.
2. Assistant to Director of Library	200 sq. ft.
3. Three division heads	300 sq. ft.
4. Rare book collection	500 sq. ft.
5. Staff lounge	300 sq. ft.
6. Receiving and shipping - outside entrance, supply room	
7. Conference room	300 sq. ft.

B. Equipment

1. Desk, chair, file, six extra chairs, wastebasket, typewriter and table
2. Typewriter desk, electric typewriter, files, two legal files, supply cabinet, six extra chairs
3. Wash basin near each work area
4. Informal furniture. Kitchen compact if possible (refrigerator and stove and cabinet).
5. Two conference tables with 20 chairs. Bookcases all around the room
6. Three division heads-offices, desk, chair, wastebasket, file, 300 sq. ft.
7. Supply room-shelving 300 linear feet (floor to ceiling). Adjacent to work tables 3 x 6 with supplies for wrapping and mailing underneath
8. Receiving and shipping - two book trucks flat shelves. Work table and 100 linear feet shelving, extra wide 15" - 16" bottom shelves.

C. Relationships within the space or area

1. The staff should be located as near the things they work with as possible, yet near enough for administrative consultation as needed.
2. The staff will work sometimes when the library is not open to the public, so the staff area should be climate controlled to be usable without heating or cooling the entire library.
3. Staff area should have wash basins readily accessible in all work areas.
4. Staff lounge should be accessible to the entire staff.
5. Director of Library, Assistant to Director of Library and three division heads can be placed near those they work with or they may be centralized in one office area.
6. Closed shelf collection should be carpeted, curtains, book shelving very nice (conference room).

First floor

Offices, reference, microfilm, browsing, reserve, audio-visual, circulation, restrooms, listening and display, washbasin near staff work rooms, drinking fountain, janitorial closets and storage, vending machines.

Second and Third floors

Stacks, periodicals, rare books, documents, maps, repair, display, typing rooms, conference rooms, carrels, faculty study rooms, staff and student lounges, staff restrooms, wash basin near staff work area, drinking fountain, janitorial closets and storage.

If at all possible, a building that has two levels of entrance. First floor could be entered from one side, building and the second entrance could be on the second floor.

Audio-visual, listening, classroom, shipping and receiving (below classification and and cataloging on floor above), janitorial area, mechanical area, restrooms, vending machines, wash basin near staff work rooms.

Second floor

Offices, reference, browsing, reserve, circulation, display, drinking fountain, restrooms, wash basin near staff work rooms.

Third floor

Stacks, periodicals, rare books, documents, maps, repair, display, typing rooms, conference rooms, carrels, faculty study rooms, staff lounges, restrooms.

BOOKSTORE

I. PHILOSOPHY

A. Purpose

1. The College bookstore facility will offer for sale all textbooks, reference books and trade books, supplies, supplementary materials and general materials necessary for academic work in all programs of the College.
2. The bookstore will stock various general merchandise items, as required by the college.

B. Objectives

To adequately serve the needs of the students and faculty

II. SPACE OR AREAS

A. Main shopping area - 2800 square feet
B. Storage and receiving area - 2000 square feet
C. Manager's office - 100 square feet
D. Restrooms
E. Small loading and receiving platform - approximately 50 square feet
F. Self-serving shopping concept will be in effect
G. Furniture and Equipment
   1. Three lock-type showcases, 6' x 3' x 3', with adjustable shelving
   2. One check-out counter, equipped with cash register, change machine and adding machine
   3. Five display "islands" of the type used in commercial bookstores
   4. Outside the bookstore open-faced locker storage space should be provided for 50 students to place their books, etc., before entering store. No parcels, books, etc., to be brought into store.
H. Environment
   1. Climate controlled
   2. Well-lighted
I. Utilities
   Electrical wall and floor plugs throughout

III. STORAGE

A. All outside walls should have adjustable shelving of metal types not exceeding 8 feet in height and 12 inches in depth
B. Shelving on main shopping area should consist of either the islands or adjustable shelving
C. Shelving should be designed to hold 5,000 volumes

V. RELATIONSHIP WITHIN THE SPACE OR AREA

The bookstore should be placed in the student center

CLINIC

I. PHILOSOPHY

A. Purposes

To provide minor medical and first aid to the students and staff of the college.

B. Objectives

1. Administer first aid as needed
2. To provide health services to students during school hours only
3. To make literature and advice available to students as a preventive measure to any health deterrent.

II. SERVICE CENTER

- A. Health records for students will be maintained in the clinic
- B. First aid and non-prescription drugs will be administered by the nurse
- C. Personnel
    1. A registered nurse on duty during school functions
    2. A secretary

III. SPACES OR ROOMS

- A. Two rooms equipped with four hospital beds, side tables and chairs.
- B. A reception room to accommodate twelve people. Six occasional chairs, two setees, three side tables, three lamps, one small desk, receptionist's desk, chair and typewriter stand.
- C. Nurse's office (near treatment and examination room) desk, chair and storage cabinet.
- D. Examination and Treatment Room - examination table, two metal chairs, two-door storage cabinets, metal table, lamp. Three complete toilet facilities and an additional lavatory in the examination room.

IV. STORAGE

- A. Linen closet
- B. Storage closets
- C. One closet for two collapsible wheel chairs, heat lamps, examination lamps

V. RELATIONSHIP WITHIN THE SPACE OR AREA

Should be located in Physical Education facility.

FOOD SERVICE

I. PHILOSOPHY

A. Purposes

Proper nutrition is an essential part of the learning process and the duty of the food service at Polk Junior College is to offer savory, nutritious meals at a cost which students can afford.

B. Objectives

To feed a large number of students quickly and to provide pleasant surroundings in which both students and faculty can relax.

II. DINING FACILITY

A. Activities

The faculty and students may purchase snacks and meals on the campus and the facilities will be available for banquets given by either group. It is also recommended that the facilities be open for worthwhile community groups in order to promote public relations and further community relations.

B. Grouping

Approximately 40% would eat at this facility each day. This would indicate that the service should expect a maximum of 2,000 meals to be served over a period of approximately two hours. With an approximate serving and feeding time of ½ hour per person.

III. SPACES, AREAS AND ROOMS

A. Number of Rooms

1. One large cafeteria
2. One faculty dining room
3. One kitchen and preparation area
4. Two employee restrooms and locker facilities
5. One ante-room and vending machine area
6. Two student restrooms
7. One waste and storage area for garbage cans and cartons
8. Two shelved rooms for storage of linen, china, silver and miscellaneous items

B. Cafeteria

1. Two lines will be necessary with one line serving short orders and the other serving meals from a steam table arrangement. A figure "T" arrangement of the lines will be conducive to efficient serving and should be at the rear of the building adjacent to the kitchen.

2. One serving line should be equipped with:
   - a. Tray and silver area (30")
   - b. Dessert table (3')
   - c. Salad area, iced trays
   - d. Hot food steam tables (58" x 30") and should lead into the base of the "T" (used jointly by both lines) where coffee, tea, milk and water is served

3. Urn area, steam area, should be hooded and have adequate exhaust fans.
4. The short-order line should have tray and silver area, counter area for salads and desserts (4').
5. Counter for placement of orders from the grill equipped with infra-red hoods
6. A 48" grill behind the counter adjacent to a 20" deep-fry
7. Both lines protected with glass sneeze guards and fed to the drink area at which there will be two booths for cashiers
8. At the rear of the hot food line, adjacent to the kitchen, there should be a 51" x 32" x 60" drawer-type, thermostatically controlled food heat-maintainer which opens either from the serving side or the kitchen side.
9. Rails of stainless steel used to maintain the orderly line passing from tray area to the cashier
10. A 65 cubic foot, reach-in type, three-door refrigerator.

C. Eating Area

1. Adequate to seat 500 students
2. Tables durable and seating from two to eight persons
3. Sufficient table and chairs
4. Softly lighted, decorated artistically and floors of impervious material

D. Faculty Dining Room and Banquet Room

1. To accommodate 100 people
2. Equipped for outlets for microphones and speakers

E. Kitchen Area

1. A soiled dish table with 14 guage steel waste-disposer adjacent to three tank, flight-type dishwasher
2. At the end of the dishwasher a stainless steel (14 guage) receiving table for clean dishes
3. A walk-in refrigerator
4. A holding-type freezer
5. Stainless steel pot-sinks
6. One two-compartment stainless steel sink with drainboards
7. Exhaust fans
8. Floor drains
9. Six 30" x 6' stainless steel work tables
10. Hot and cold water outlets for all sinks
11. 220 V and 110 V electrical outlets

F. Employees Restrooms and Locker Area

1. Restrooms according to state regulations
2. Lockers for uniforms and personal belongings

G. Restrooms for Students

According to state regulations

H. Ante-room to Cafeteria

1. Approximately 700 square feet and provided with lounge type furniture
2. Vending machines for soft drinks, candy, cigarettes
3. Open shelves along one wall for placement of students books

I. Storage Area

Two small storage rooms with shelves adjacent to the kitchen for storage of linen, silver, china, etc.

J. Waste Area - in accordance with State Board of Health Regulations

K. Office Area

Office for manager and secretary

IV. RELATIONSHIPS WITHIN THE SPACE OR AREA

The cafeteria should be located in the student center.

PUBLICATIONS

I. PHILOSOPHY

A. Purposes

The publication area will aid the college in its function to nurture, educate, and encourage its students in the understanding of their environment.

B. Objectives

This area will be used to enhance the total communication media.

II. INSTRUCTIONAL PROGRAM

A. Courses

JM 130 (A-B)

B. Activities

1. College newspaper
2. Annual
3. Literary magazine

C. Time Modules and Schedule

1. Newspaper staff meets three times a week for one hour
2. Annual staff has no set meetings, but meets when called
3. Magazine office will be in use every day

D. Methods of Instruction

Lecture, demonstration and discussion

E. Enrollment

1. Newspaper 20-25
2. Annual 20-25
3. Magazine 20-25

F. Number of rooms

1. Annual
    - a. One room 400 sq. ft.
    - b. One office for editor 80 sq. ft.
    - c. One closet 20 sq. ft.
2. Magazine

    One office 100 sq. ft.
3. Newspaper
    - a. One conference-interview room 500 sq. ft.
    - b. One layout room 200 sq. ft.
    - c. One darkroom 50 sq. ft.
    - d. One storage room 200 sq. ft.
    - e. One office for editor 80 sq. ft.
    - f. Two washrooms

III. SPACES OR AREAS OR ROOMS

A. Function - Activities of Teachers and Students

1. Newspaper - layout, type articles, discuss ideas, critique issues
2. Annual - plan, layout, type material, discussions
3. Magazine - plan, layout, decide on pieces to be used and rejected

B. Furniture

1. Four tables, 6' x 3'
2. Eight typewriter desks
3. File cabinets - eight four-drawer size
4. Typewriters - eight
5. Darkroom equipment for one darkroom
6. Twenty-five chairs
7. One conference table with chairs for 20 people
8. Paper cutter machine
9. Paper, pencils, pens, carbon, rulers, paper clips, etc.

C. Environment

Climate controlled

D. Utilities

1. Outlets for TV and water
2. Adequate lighting

IV. STORAGE

A. Ten two-door storage cabinets
B. Eight four-drawer file cabinets
C. 200 sq. ft.

V. RELATIONSHIPS WITHIN SPACE OR AREA

The offices should be in the student center.

SOCIAL and RECREATION

I. PHILOSOPHY

A. Purposes

Opportunities for social and recreational activities should be available through athletics, games and sports, social and honor organizations, departmental clubs and cultural activities. These varied interests afford the individual a chance to develop informally an enjoyment and desire for singing, dancing, swimming, dramatics, debating, club leadership and many other diversions which give occasional release from studying and yet are essential to a well-rounded educational development.

B. Objectives

1. To provide a place of rest and relaxation
2. To provide a place for all campus activities to take place
3. To provide an additional place for study and reading, discussion of group assignments and college and club activities
4. To channel students toward accepted social activities

II. SPACES OR AREAS OR ROOMS

A. Television viewing area 30' x 30'

1. Functions

   Special events such as space shots, presidential addresses, world series, etc., will be watched occasionally by large numbers of students. At most other times, only a small number of students will be viewing at one time.

2. Furniture and equipment

   To accomodate fifty (50) students

3. Environment
   a. Climate controlled
   b. Homelike atmosphere

4. Utilities
   a. Adequate lighting
   b. Adequate electrical outlets

B. Large Living Room Type Area

1. Resting, reading, chatting, group class assignments, snacking, etc.
2. Adequate furnishing for fifty (50) students
3. Environment

   a. Climate controlled
   b. Home like

4. Utilities

   a. Adequate lighting
   b. Adequate electrical outlets

C. Piano Area

Students often desire the use of a piano for impromptu jam sessions.

D. Juke box in lounging area of center

E. Ballroom and banquet facilities 100' x 60'

1. Functions

   Formal and informal activities

2. Furniture and equipment

   To accomodate five hundred (500) students

3. Utilities

   a. Adequate electrical outlets and microphone hook-ups
   b. Loud-speakers

III. STORAGE

500 square feet of storage space for tables, chairs, records, ect.

IV. RELATIONSHIPS WITHIN THE SPACE OR AREA

Located in the Student Center

STUDENT GOVERNMENT

I. PHILOSOPHY

A. Purposes

To administer the affairs and activities of the student body in an effort to create a more intellectual atmosphere for academic and social development.

B. Objectives

1. To practice the democratic system of government
2. To provide cooperation between students, faculty and administration
3. To encourage superior scholarship

II. PROGRAM

A. Activities

1. Campaigns
2. Elections
3. Hearings
4. Trials
5. Awards

B. Groupings

Usually ten to a hundred students but could include the entire student body.

III. SPACES

A. Offices

1. President
    a. Approximately 100 sq. ft.
    b. Furnished with desk, chair, phone, filing cabinet, 2 side chairs

2. Secretary
    a. Appromimately 100 sq. ft.
    b. Furnished with desk, chair, typewriter, phone, filing cabinets

3. Court Room
    a. Approximately 400 sq. ft.
    b. Judge's bench, five judges chairs, 20 chairs, flag and stand

4. Assembly Room
    a. Approximately 1200 sq. ft.
    b. Furnished with three parlance tables and 100 chairs, this might be part of recreational area of student center

B. Environment

1. Climate controlled and acoustically treated
2. Should have atmosphere of court room - judicious and official

C. Utilities - Adequately lighted with wall outlets

IV. STORAGE - provided with cabinets

V. RELATIONSHIP WITHIN THE SPACES - Located in the Student Center

ENGLISH

I. PHILOSOPHY

A. Purposes

To assist the student to identify effective techniques and methods in communications, to use effective techniques and methods in communications and to appreciate and apply developed concepts in the broader field of communications.

B. Objectives

To help students acquire communication skills as a tool in understanding the environment. in expressing our culture and in furthering our system of living.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Review courses in basic English
2. Freshman English and literature courses
3. Creative writing courses
4. Speech courses, e.g.,public speaking,dramatics,argumentation,stage craft.

B. Activities

1. Teacher
   - a. Lecture, discussion, observation in classroom, using chalkboards, movie and film strip projectors, recordings, E.T.V., radio.
   - b. Supervision of student writing and small group activity.
   - c. Testing and checking student work.
   - d. Displaying student work.
   - e. Receptions and small group enrichment.
2. Students
   - a. Listening, discussion, observation, reading, writing, speaking, acting.
   - b. Review of tests and assignments.
   - c. Examinations.

C. Grouping

1. Conference seminar units for student stations.
2. Classrooms providing for 20 student stations.
3. Lecture unit for 75 to 125 students.

D. Time Modules and Schedules

One hundred fifty minutes per week.

E. Methods of Instruction

1. Individual instruction
2. Self study
3. Committee work
4. Seminar
5. Conference
6. Group discussion

7. Lecture
8. Demonstration
9. Student performance

F. Enrollment Projection for 5,000 FTE

Sixty-five to seventy percent of the student body will be enrolled in Freshman English, literature and speech courses and help courses. As many as 3,000 students may be enrolled in Freshman English alone.

G. Number of Rooms or Spaces

1. Classrooms

    a. Eighteen standard classrooms
    b. Two conference/seminar rooms
    c. One theatre-type classroom

2. Faculty

    a. Office for Chairman of Language and Fine Arts Division
    b. Offices for department heads of English-speech, humanities and modern languages (3)
    c. Offices for the following professors:

        (1) English and speech: thirty-five (35)
        (2) Humanities

            (a) Fine Art: five offices (5)
            (b) Modern languages: five offices (5)
            (c) Music: two standard type offices

III. SPACES AND AREAS OR ROOMS

A. Standard Classrooms (twenty-six)

1. Functions - Activities of Teachers and Students

    a. General classroom for the English area
    b. Eighteen for the English and Speech Department
    c. A maximum of twenty students will use this space at any one time

2. Furniture, Equipment and Instructional Materials

    a. Desk units

        (1) Straight-back, wooden chair
        (2) Separate wooden table type desk with storage shelf. Writing surface about twenty inches by twenty-six inches.

    b. Large, portable, instructor's floor standing lectern
    c. Chalkboard
    d. Display board
    e. Acoustically treated floors
    f. Four-drawer, legal size, locking file cabinet
    g. Two dictionaries bolted to portable table top book stands
    h. Waste container
    i. Pictures or wall mural
    j. Clock in rear
    k. Small window in door
    l. Built in vacuum cleaner

3. Environment

   a. Cheerful and pleasant
   b. Yielding a relaxed, comfortable feeling
   c. Our view shown by suggestion of pictures or wall mural

4. Utilities

   a. Wall speakers connecting to audio-visual equipment
   b. Telephone jack
   c. Television antenna jack
   d. Room temperature control
   e. Electrical outlets

B. Classrooms, conference-seminar (Two)

1. Functions - Activities of Teachers and Students

   a. Small group classrooms for English area
   b. Two for the English and Speech Department
   c. A maximum of thirteen students and one instructor will use this space at any one time

2. Furniture, Equipment and Instructional Materials

   a. One large conference table
   b. Fourteen, padded arm chairs
   c. One table top lectern
   d. One dictionary bolted to floor stand
   e. Acoustically treated floor
   f. Chalkboard
   g. Display board
   h. Floor stand with appropriate bust
   i. Waste container
   j. Clock at rear
   k. Small window in door
   l. Pictures

3. Environment

   a. Cheerful and pleasant, but quieter than discussion classroom
   b. Relaxed, comfortable feeling especially important here

4. Utilities

   a. Telephone jack
   b. Television antenna jack
   c. Room temperature control
   d. Electrical outlets
   e. Telephone amplifier
   f. Built in vacuum cleaner

C. Student Lounge Space

As an alcove or some similar space develops within a building, that area can be utilized as a student lounge. These spaces should be small, well lighted, attractive and sturdily furnished.

D. "Canterbury" Room (600 - 800 sq. ft.)

1. Functions - Activities of teachers and students.

Receptions, literature sessions, enrichment events in general.

2. Furniture, Equipment and Instructional Materials.

   a. Carpet
   b. Overstuffed chairs
   c. One massive table
   d. Pictures
   e. Busts
   f. Piano
   g. Disguised record playing facilities
   h. Chandelier type light fixtures
   i. Dark paneled walls
   j. Television antenna jack
   k. Telephone jack
   l. Telephone amplifier

3. Environment

   a. "Mood" room in keeping with its functions.
   b. One of "conscious" culture.

4. Serving Area

   a. Facility should be equipped for serving hot and cold beverages.
   b. Sink and storage cabinets
   c. Located adjacent to Cantebury Room with sliding panel for serving.

5. Utilities

   a. Climate controlled
   b. Usual electrical outlets.

VI. STORAGE

Classroom, seminar type

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

Close to the library and teaching auditorium.

FINE ARTS

I. PHILOSOPHY

A. Purposes

Advancement and gains in the acquisition of skills, appreciation and understanding of sculpture, painting, architecture, ceramics, (crafts) and graphic arts, hinges on adequate room, space, materials and equipment for the growth development of the student.

B. Objectives

To provide the student with stimulating situations that will challenge imagination and inventiveness.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Drawing and Composition
2. Design
3. Lettering and Layout
4. Creative Advertising
5. Oil Painting
6. Water Color Painting
7. Pottery and Ceramics
8. Figure Drawing
9. Enameling on Metal
10. Silk screen (on paper and fabric)
11. Etching, Drypoint and Block Printing
12. Sculpturing
13. History of American Architecture
14. Art Humanities (History)
15. History of Design
16. Interior Decorating

B. Activities

1. Teacher

    a. Lecture, demonstration, illustration, using the blackboard, opaque projector, colored transparencies, reproductions and other teaching and training aids.
    b. Supervision of student projects
    c. Testing, grading and checking home and class assignments
    d. Evaluate the growth and development of each student
    e. Individual instruction, guidance and counseling

2. Students

    a. Working at easels, desks, benches, tables or arm chairs
    b. Note taking, analyzing and questioning illustrations, demonstrations and material presented
    c. Review of assignments, tests, lectures and demonstrations
    d. Individual student studio project work
    e. Exhibiting student work
    f. Examinations and project evaluations

C. Grouping

Classes will consist of 15-20 students. Each student will need 25 square feet.

D. Time modules and Schedule

Labs will be scheduled in 2 or 3 hour blocks

E. Method of Instruction

Lecture, demonstration, illustration and discussion

F. Enrollment Projections for 5,000 F.T.E.

2,500 students

G. Number of rooms and spaces

1. Classrooms
    a. Four lab studios
    b. Humanities auditorium
    c. Five storage rooms
2. Faculty
    a. Offices for five professors
    b. Office for division secretary and four student assistants
    c. Office supply and mimeograph supply storage room

III. SPACES OR AREAS OR ROOMS

A. Function - Activities of teacher and student

1. Students will be working in various art media at tables, easels, benches, arm chairs or desks. They will hear lectures, see movies, film strips, transparencies, demonstrations, reproductions and prepared programs on T.V.
2. Instructor will be lecturing, demonstrating all techniques and procedures in the various fields of art using the blackboard or by the use of audio-visual equipment.

B. Furniture, Equipment and Instructional Materials

1. 20 upright easels
2. 20 bench easels
3. 40 stools
4. 20 flat library-type tables
5. 25 chairs
6. 10 stands 4' x 2' x 3' (adjustable)
7. 20 stools 3' high
8. Teaching auditorium

C. Environment

Climate controlled and adequate lighting

D. Utilities

1. All studios to have a large double utility sink
2. Two studios should have overhead lighting and 110V outlets spaces 6' apart
3. Two studios should be equipped with 110V and 220V outlets

IV. STORAGE

Studios to have as much cupboard space as possible
3 - 10' x 36" x 36" cupboards - formica tops, 3' on each end for shelves 1' apart. Center area to be made up of three drawers.

V. RELATIONSHIP WITHIN THE SPACE OR AREA

Should be located near the Fine Arts Auditorium and the academic complex.

FOREIGN LANGUAGE

I. PHILOSOPHY

A. Purposes

The purposes of the foreign language program are to continue the language training commenced at the secondary level and to impart the basic skills to those with little or no pre-admission language experience.

B. Objectives

All students should complete material of Level Three caliber after two years of study; some during the second year will be engaged in more advanced and selective work. For students planning or with the potential for further education, the junior college language program should be tailored to insure placement at the upper level in the university.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. French
2. German
3. Spanish
4. Russian

B. Activities

The teacher, the language classroom and the language laboratory will provide the students with a living model of the use of the language; an adjustment for the difference in the rate of learning of individual students; a means of hearing, recording and correcting their speech.

C. Grouping

The language class should be composed of 20 students and not more than 30.

D. Time Modules and Schedule

Four or five fifty minutes periods per week.

E. To provide adequate instruction in an audio-lingual method there is need for the "language classroom." This can actually be a standard classroom equipped with a sufficient number of wall plugs for headsets and such tables as are to be used in English composition classes.

F. Enrollment projection for 5,000 FTE

200 in French, 200 in German, 200 in Spanish and 150 in Russian

G. Number of Rooms or Spaces

1. Two classrooms
2. A 60-position "library-type" language laboratory
3. Faculty offices for six professors and the laboratory director

III. SPACES AND AREAS OR ROOMS

A. Functions

1. The language classroom allows for the difference in the rate of learning of each student. To do this it has an audio-active learning apparatus which enables the teacher to work with one group while another is able to advance or catch up, as the case may be.

2. The language laboratory - a complete library system - gives the student complete control of his program source and enables him to listen, repeat, record, correct, etc.

B. Furniture, Equipment and Instructional Materials

1. Language classroom

   a. Teacher desk and chair
   b. Student positions for 30, table desk and chair type
   c. An electronic console with two tape desks (program sources), full monitoring facilities
   d. Wall plugs (18) and student amplifiers connected to the console along one side and back of the room
   e. Headsets (18) with microphones
   f. Chalkboard - 16 linear feet, located in front
   g. Screen (8' x 8') for overhead projector hung from ceiling
   h. Overhead projector - Beseler Vu Master* required because of the provision it makes for fixing removable transparencies in place and the type of instructional materials used will often be of a permanent nature that once prepared will be used again and again.
   j. Conveniently located electrical outlets for overhead projector, movie projector, film strip projector and the electronic console

*Model 6600 Vu Graf, 12" x 12" Template

2. Language Laboratory

   a. The room space should be 24' x 50' for a 60-position lab
   b. One console with at least four dual channel tape decks and a record player

      (1) An adequate distribution system. The lesson source should be available to each position individually and by rows.
      (2) Full monitoring facilities
      (3) Facilities for tape duplication

         (a) A switch that will put all recorders in the student positions in operation from the console; both for duplication from the console and for student testing.
         (b) Connection from phonograph to tape recorder for duplicating records.

   c. Student positions (60) with the control switch that gives them complete control of their recorders - stop, fast forward, rewind, record, erase; but the dual channel decks remote; that is, installed in a facility at one side or behind the console. A headset with attached microphone with volume controls for each set.

   d. A soundproof room for the recording of tapes with electrical outlets for tape recorders; built-in cabinets with desk top and overhead cabinets for the storage of blank tapes and recording equipment. This room can also be used for the classifying, marking, repairing, etc., of tapes for the library of tapes in the lab.

   e. Office space for the laboratory director. A laboratory that is used by two or more teachers should be in charge of a laboratory director who is responsible for purchasing; scheduling (under the direction of the chairman); preventive and major maintenance; copying of tape for the maintenance and growth of the tape library.

3. Environment

Climate controlled

4. Utilities

Adequate lighting and electrical outlets

IV. STORAGE

A. In the classrooms

A storage cabinet for headsets that will permit them to be hung with the cords dangling....6', 3" high, 12" deep, 20' long.

B. In the language laboratory

Library type shelves located behind or near the console to hold a tape library of 1,000 tapes. Shelves at the entrance or along one side of the laboratory for students to deposit their books when they enter the lab for practice.

In the soundproof room there should be cabinets along three walls with a desk top - 3" high, 2' deep with double doors for storage of equipment and supplies with overhead cabinets for the storage of blank tapes and repair and labeling equipment.

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

Located near the language Fine Arts section, the language facilities, especially the lab, could be available for use by speech, drama, literature classes, etc.

MATHEMATICS

I. PHILOSOPHY

A. Purposes

To provide the student with a foundation in mathematics which will serve as a versatile tool of communication and concise annotation basic to the study in depth of all disciplines.

B. Objectives

To have the student systematically encounter graduated mathematical concepts applicable to his field.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Intermediate courses in basic mathematics
2. General mathematics courses for students not majoring in the physical sciences or mathematics
3. Courses up to and including elementary calculus for students in the degree programs and in the technical education programs
4. Honors program courses

B. Activities

1. Teacher
    - a. Lecture, demonstration, illustration, using the blackboard and other training aids.
    - b. Supervision of students' classroom work
    - c. Testing, grading and checking assignments
    - d. Use of training aids (projectors, T.V., movies, etc.)
2. Students
    - a. Note taking, analyzing and questioning material presented
    - b. Practice at desk and at blackboard with occasional demonstrations
    - c. Review of tests and assignments
    - d. Examinations and make-up work

C. Grouping

1. Twenty to twenty-five students is the optimum class size for mathematics of all types
2. Classes of 300 - 500 students may be assembled twice a week for lecture, demonstrations in General Mathematics and Algebra.

D. Time Modules and Schedule

Standard 50 minute classes meet five day per week, from 8 a.m. to 4 p.m. and 3 hours each evening

E. Methods of Instruction

Lecture, demonstration, discussion, discovery, use of television

F. Enrollment Projections for 5,000 FTE

Forty to fifty percent of the student body will be enrolled in mathematics. Enrollment in the general mathematics course alone may reach 1,000, but this course could be divided to fit the varied needs of the students without changing the space requirements.

G. Number of Rooms or Spaces

1. Classrooms

   a. At least seven standard classrooms in full time use. One or more divisible. This will accommodate eight sections of 25 students per classroom for a total of 2,200 students.
   b. Use of a teaching auditorium four to six hours per week.

2. Faculty

   a. Office for department head
   b. Offices for eighteen other professors
   c. Office for division secretary and two student assistants
   d. Mimeograph and office supply storage room adjoining division secretarial office
   e. Conference room for departmental meetings, accessible from department chairmen's office and from secretary's office
   f. Faculty rest-rooms for men and women in academic office area

III. SPACES OR AREAS OR ROOMS

A. Standard Classrooms

1. Functions - Activities of Teachers and Students

   a. Students will take notes, refer to texts and work problems at their seats. They will also demonstrate the solution of problems on the blackboard. Students will have an opportunity to question concepts and solutions. Students will be tested frequently. Students will hear lectures and observe demonstrations, training devices and prepared programs on movies and TV.

   b. Instructors will be lecturing, demonstrating training aids and giving examples of procedures and concepts either on the blackboard or by the use of audio-visual equipment. There will be an exchange of questions between the students and the instructors. Instructors will supervise tests and student participation in classroom activities.

2. Furniture, Equipment and Instructional Materials

   a. Each student classroom should be equipped with 25 standard student desks. (armchair type)
   b. A lectern or table is required for the instructor
   c. Chalkboards are required on at least two walls of the room. In addition to the front board, a side board will provide space for drawings, assignments and problems that can be retained from day to day and for student work.
   d. Map rails for retractable screens for charts, graphs and maps.

3. Environment

   a. Lighting must be controllable so that projectors may be used with or without light for writing.

b. Climate control is needed to improve efficiency and avoid distractions.
c. Acoustical tile and other sound-absorbent materials in all classrooms and halls will reduce noise and fatigue.
d. The above items, blended with subdued colors and attractive design,

B. Teaching Auditorium

Outlined in section on Auditorium.

IV. STORAGE

A. Number, types and sizes of items

1. Display boards 3' x 3' 10 sets of 5 each
2. Flip charts, 4 sets 3' x 3' 2 stands
3. Three dimensional graphs, 4 sets, 3' x 3' x 3'
4. Geometric solids and various exhibits 20 sets 1' cube
5. File, legal size, four-drawer for transparencies
6. Blackboard drawing compasses (8 each) protractors, meter sticks
7. Slide Rule 8' x 1'

B. Size shelves

1' wide by 50' long, half with 4½' height clearance and half with 1½' clearance

C. Size of storage area

6' x 15'

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

The location of the mathematics department should be near the science and technology complex.

MUSIC

I. PHILOSOPHY

A. The music area includes both instrumental and vocal music, both private instruction and group participation; it also includes theory, appreciation, music literature, history and musical stage productions. Our cultural heritage in the arts, especially inmusic in this case, must be passed on to our students so that they can become culturally literate - a literacy built on the aesthetic joys in life.

B. The music program does have an educational function, but it also is a medium through which the College is advertised. In other words, our performing groups can be "good will ambassadors" for Polk Junior College.

We intend to afford the students who are interested the opportunity to participate in a musical organization of some type. We also intend to offer specialized music courses that would attract fewer students who have already attained above average musical skills and who intend to continue with music as a vocation after leaving Polk Junior College.

II. INSTRUCTIONAL PROGRAM

A. We will be offering at least two choirs - possibly three - within the next few years. If the third choir, a community-college chorus, develops we will need rehearsal space large enough to accommodate approximately 100 singers. If it does not materialize, we could manage with rehearsal space for 50 - 60 persons. We will also be offering a course in Band. We would estimate that with 5000 FTE the Band would have 50 - 75 pieces. An Orchestra approximately the same size might be attempted within a few years. The Band will rehearse in the same room that the chorus rehearses in during Phase One, but we will definitely need an additional rehearsal space included in the Second Phase.

B. Eventually, we will need at least eight (four in Phase One) sound-proof practice rooms large enough for a spinet piano plus some rehearsal space - approximately 7' x 8' would be adequate.

Four studio-offices for private instruction in voice, piano and instrumental music will need to be included in this music complex.

C. Music Appreciation, Humanities-Music, Music History, Music Theory, Music Literature, etc., will need classroom situations equipped for listening to records and with a music staff chalk board and piano.

D. A music listening room or rooms for individual listening projects (not necessarily in the music complex) equipped with several turn-tables and earphones is a must so that professors can assign extra class listening to students and expect them to complete such assignments.

E. Humanities-Music is a required course for all students who enroll and plan to graduate from Polk Junior College. Art and Music Humanities are the only two of the Humanities that are required. Therefore, we will need more space for this course than for the other music courses which will reach a smaller percentage of the student body.

III. SPACES OR AREAS OR ROOMS

A. Rehearsal Area - Two choirs, a handbell choir and a band will use this space. Sectional rehearsals, tryouts and recording sessions may also utilize this space. The rehearsal area should be large enough to accommodate a minimum of

40 and a maximum of 100 musicians. A musician holding an instrument using a music stand takes more space than the normal student in a desk. Storage facilities must be convenient for music, both choral and instrumental, and for musical instruments ranging in size from the piccolo to the tuba and timpani.

B. Classroom Area - Instruction in the art of listening to music creatively is one of the objectives of our music program. To accomplish this we need classroom situations equipped for listening and uniquely designed so that the student will not be distracted by outside influences such as noisy cars and students, which promote gazing or daydreaming out of a window. It is hard to visualize such a room that would still remain interesting enough that the students could stay awake. Maybe we could consider a theater-classroom situation or a room with a table and chairs. This room could be used for the following courses: Humanities-Music, Music Appreciation, Music History and any other courses that we decide to teach in the musicological sphere. Music Theory must have a classroom situation a little different. Noise remains a problem. Extraneous sounds irk students,especially in rhythmic or melodic dictation. A piano and music staff chalkboards are essentials for this room. Staff boards should be on most walls so that a maximum of 15-20 students could have space to work at the board.

C. Studio-Office Area - Here individual instruction in the person's major or minor instrument - voice, piano, clarinet, etc. - will be the subject taught. the instructor's tools - music, literature, books, charts - can be conveniently available and the seclusion of teacher and student so that inhibitions on the student's part may be broken are two excellent reasons for the studio-office arrangement.

D. Practice Area - Most of our students who will be taking private instruction will have some free time during the hours they are on campus. Practice rooms should be made available for these students. With their other courses requiring many hours of study, they do not need nor can they afford to neglect their practice.

E. Equipment Listing

1. Student desks or chairs

   Separate chair and table type desk units for each student in music theory classroom and possibly for the music-humanities, music appreciation, etc., lecture room. However, a rectangular or circular table with straight chairs or theater type seats with movable writing arms might fit into the uniqueness of a good listening room. Rehearsal chairs instead of permanent ones would be best for the rehearsal room because it will have to be used by two or three or more different groups.

2. Audio-visual Items

   a. Tape recorder, speakers (both built-in) and microphones in rehearsal room
   b. Speaker system for recorded music in each classroom
   c. Console record players or component-on-wheels or centralized console for playing hi-fi and stereo records in several rooms
   d. Television jacks in each room for occasional use
   e. Intercom from studio-office to practice rooms

3. Rehearsal Room

   a. Student chairs
   b. Conducting platform
   c. Conducting stand

   - d. Recording equipment and speaker system
   - e. 3-4 tiered rows with adequate width for chair and stand
   - f. Storage areas for musical instruments: music, robes, uniforms, and/or wardrobes
   - g. baby grand piano with movable dolly
   - h. display board for announcements,etc.
   - i. Lighting - fluorescent, soft white, easy to read music, no glare from light or sun
   - j. Climate controlled
   - k. Water cooler

4. Classrooms

   - a. Student desks or chairs
   - b. Music staff chalkboards
   - c. Piano
   - d. Lectern (optional)
   - e. Pictures or charts
   - f. Speaker system
   - g. Television jacks

5. Studio-Office

   - a. Professor's office equipment
   - b. Book shelves
   - c. Storage for sheet music
   - d. Piano (perferably grand)
   - e. Listening facilities
   - f. Chairs for student-teacher conferences
   - g. Intercom to practice rooms

6. Lounge Area (Optional)

   - a. Teacher-student conference area
   - b. Waiting room for students
   - c. Water cooler
   - d. Lounge furniture

7. Practice Rooms

   - a. Piano
   - b. Mirror
   - c. Intercom
   - d. Exterior locks on doors so that only authorized students may open them

8. Listening Room

   - a. Turntables
   - b. Earphones
   - c. Chairs
   - d. Not necessarily in music complex

9. Music Library Workroom

   - a. Space for cataloging both vocal and instrumental music
   - b. Repair work on music
   - c. Room may be in storage area for music

IV. STORAGE

A. Music Storage

1. Storage for 500-1000 music octavos
2. Twenty-five to fifty octavos of each piece

    a. Eight inches wide
    b. Twelve inches deep
    c. Two inches high (in between each shelf)

3. Storage area approximately 225 sq. ft.

    a. Shelves floor to ceiling on three walls
    b. Movable ladder for easy access to storage cells that are out of reach
    c. Consecutive numbering from top to bottom

4. May be off of studio-office or rehearsal area

B. Storage Area for Robes, Uniforms and/or Wardrobes

1. Blazers
2. Robes and uniforms
3. Movable light aluminum wardrobes in addition storage wardrobes
4. Storage area in a dressing room with mirrors; make-up lights,etc.
5. Climate control is required to prevent mildew and odors

C. Storage for Band Instruments and Music

1. One hundred to one hundred-fifty instruments

    a. Convenient to rehearsal area so that instruments can be easily moved
    b. Racks to facilitate moving of larger instruments

2. Storage for Band Music

    a. Filing cabinets
    b. Storage area for 250 sq. ft. for band scores and score parts

D. Storage for Music in Use

1. In rehearsal room
2. Choral music

    a. Up to 50 folders (10" x 12")
    b. Easily accessible to students as they enter the room

3. Band Music

    a. Up to 60 folders (12" x 14")
    b. Easily accessible to students as they enter room or pick up their instruments

E. Lockers for Music Students Only

1. Hall lockers for practice materials

    a. Music
    b. Small instruments

2. Adjacent to practice rooms
3. Mainly for students taking individual instruction in voice or instrument
4. Fifty maximum

V. RELATIONSHIP WITHIN THE SPACE OR AREA

Adjacent to performing areas for concerts and performances in auditorium

PHYSICAL EDUCATION

I. PHILOSOPHY

A. Purposes

To provide facilities for the co-educational activity instructional stations, classroom space and administrative offices for the basic health and physical program. It will utilize a specific area for indoor and outdoor recreational facilities for 5,000 men and women students, faculty and staff. In addition, various outdoor instructional, recreational and intramural facilities are essential for a complete program to provide students with physical as well as mental education.

B. Objectives

To meet the basic physical education needs of all students for four semester requirements. A program of voluntary physical recreation which includes activities in intramural, intercollegiate competition and is designed for professional preparation in health and physical education and recreational leadership.

II. INSTRUCTIONAL PROGRAM

A. Courses

Badminton, dancing, handball, baseball, basketball, archery, tennis, golf, gymnastics, wrestling, swimming, softball, soccer, touch football, skiing, crew. Introduction to Physical Education, Health, Officating and Recreational Activities.

B. Activities

1. There should be a ratio of 30 students per teacher. Classes and areas that will accommodate 60 pupils should have 2 instructors utilizing space and principles of team teaching. This could be effective in activity courses.

2. There should be an audio-visual setup for skills to be taught in each activity. The best prescribed way for obtaining the skill should be viewed. The instructor can move among the students observing and correcting their different forms to make sure they are on the right procedure.

3. Four thousand students will be enrolled in the Physical Education Program of the five thousand projected enrollment

C. Number of Rooms or Spaces

1. Three general classrooms. (With movable wall to convert into large area for filming and counseling with large groups.)
2. Swimming pool with locker room and shower facilities adjacent
3. General activity and instructional area for combatives, weight training, handball, gymnastics and dance.
4. Equipment storage, prepare and check-out rooms, recreational activity, study area, custodian quarters and supply closets, office space for 18 instructional personnel.
5. Outdoor sports area - courts, diamonds, tracks, golf and archery range. (Joint use of facilities for men and women)

III. SPACES OR AREAS OR ROOMS

Gymnasium to include the following facilities:

A. Basketball Courts

This should be large enough to have one 94' x 50' regulation court with two 84' x 50' courts superimposed crossways in each area. The one regulation court should have bleachers of rollaway type on each side to seat three thousand. These areas would provide an indoor space for men's and women's intramural games and serve as teaching stations for other classes. Volleyball and badminton lines could be put on those courts.

B. Exercise Room

One area to serve as multi-purpose room for exercise and weight training. The area will house a rowing machine, bicycling machine, steam bath, rub-down tables, rest area, weights, needle shower, whirlpool and storage space. This should be adjoining the staff locker room. The area could be made large enough to teach judo and wrestling.

C. Dance Studio

50' x 70' large enough for a class of 50 students. This area should house mirrors, bars, dance record cabinet and one office for two dance instructors with adjoining instructors' dressing rooms. Allowance for a piano and costume storage. Fencing strips could be placed in this area for instruction.

D. Training Room

Electro-therapy
Rubbing tables
Office

E. One Seminar Room

F. Physical Education Staff Lounge

G. Restrooms

H. First Aid Rooms

Two first aid rooms connected to training room with a wide door. It should be located close to dressing room and include toilet facilities, first aid cabinets, cots and tables, hot and cold water and space for storage of larger equipment.

J. Locker Rooms

For an estimated 5,000 enrollment - considering peak load of one day. Two locker areas - one men's locker and dressing room with showers, etc., one women's locker and dressing room with showers, etc.

The above areas should be accessible to the indoor and outdoor teaching stations and located on the main gym floor level. It should include the space for necessary showers, toweling-down room, lockers, benches, baskets, storage, hair-dryers, dressing areas, mirrors. Air circulation of this area should be carefully considered.

K. Staff Locker Room

The Staff Locker Room should adjoin the exercise rooms and be equipped with lockers, baskets, showers, dressing areas, toilets, toweling-down room, etc. These are for College staff other than P. E. personnel.

1. One area with 25 lockers for men
2. One area with 25 lockers for women

IV. STORAGE

A. Equipment Storage and Repair - Approximately five (5) storage areas accessible to each teaching station. One for each major teaching station unless the area specifies that it has its own included in the room: example - the fencing room would have a cage to be rolled into the fencing room.

B. Equipment Check-Out Rooms

General check-out service for men and women near and in circulation of the locker room.

C. Laundry Room

For towels and laundry including swimming suits for 500 students

D. Audio-Visual Room

60 students

E. Custodian Supply Closets

Two - located at strategic spots near teaching stations.

F. One general restroom area on main floor for men.

G. One general restroom area on main floor for women.

H. Instructional Staff

To include 18 offices and space for 1 desk, 1 table, 1 filing cabinet, 2 book cases and 3 chairs. This is not to be one general area but separate offices.

I. Lobby

To have trophy case

J. Classrooms

Three classrooms large enough to seat 40 students, with chairs for the same.

K. There should be ample wiring in all rooms for plug in on films. The main area of Gym Floor should be wired for loud speaker. Classrooms should have a place for hookup with television; also be able to view films.

L. One Gymnastics Area

This should be located where the equipment need not be moved far. Parallel bars, trampoline, side horse, long horse, balance beam, horizontal bar, rings, ropes and mats are equipment necessary here.

M. Outdoor Sports Area

Facilities

1. 8 tennis courts, asphalt
2. 6 handball courts, lighting
3. 3 touch football and soccer fields, combined

4. 1 baseball diamond, lighting
5. 1 golf driving range and instructional area
6. 1 archery range, large enough for 25 students
7. 1 olympic-size swimming pool - heated
8. 1 area for crew, skin diving, scuba diving

These areas can be used for recreational and social functions of the school

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

Physical education facilities should be adjacent to playing areas to allow for ample time for dressing out and for quick class changes. All areas should be as near other teaching facilities as possible for quick change over of classes.

SCIENCE

I. PHILOSOPHY

A. Purposes

In keeping with the College idea for enlightened citizenry and sound preparation of students, the science division proposes to provide the best possible learning opportunity.

Science has become one of the basic tools of modern society, influencing our world to such an extent that scientific knowledge is no longer a matter of special interest, but of necessity. It is our purpose in the sciences, therefore, to introduce the student to various scientific disciplines and to challenge those with special aptitude to pursue careers in the scientific field.

B. Objectives

1. To assist the student and acquaint him with the approach of science to the world in which he lives.
2. Since science is required in nearly every curriculum, a strong program is necessary to the academic and practical success of our school. Scientific method demands a wide variety of experience so that laboratory facilities play a vital part in the whole science teaching program.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Physical science and chemistry
2. General chemistry
3. Organic chemistry, quantitative and qualitative
4. Physics
5. Biology and zoology
6. Anatomy, physiology, microbiology and comparative vertebrate anatomy

B. Activities

Many types of learning activities are required for a good science program. Classrooms must be designed for demonstration, lecture, plenty of blackboard space is needed. There will be frequent use of audio-visual materials; such things as educational TV may be used to advantage in the future.

C. Grouping

1. Space and facilities are needed for large lecture demonstration grouping and for smaller classroom sessions. In addition, smaller groupings are provided in the laboratory situation with students working singly or in pairs on varions experiments.

2. Sizes

   Free exchange of ideas place limits on the size of classrooms and laboratories required. Number of students recommended per classroom is as follows:

   a. Physical Science - 3 classrooms, 30 students
   b. Physics - 1 classroom, 30 students, 24 laboratory students

c. Chemistry - 1 classroom, 35 students, 24 laboratory students
d. Biology - 6 classrooms, 60 students, 24 laboratory students

D. Time Modules and Schedules

1. Classrooms will be used for a maximum of eleven sections a week. (7 MWF and 4 TTh). Sections will meet MWF for one hour each day and on Tuesday and Thursday $1\frac{1}{2}$ hours each day.

2. Laboratories sections will meet once a week for two hours. This allows four sections to meet on Monday, Wednesday, and Friday for a total of 12 sections and three sections to meet on Tuesday and Thursday for nine additional sections so that each laboratory can handle 18 sections each week.

3. In physical science the telescope room and planetarium would be used only at limited times. The planetarium could then serve as a large lecture hall for other groups.

E. Methods of Instruction

1. In classroom sections methods of lecture, discussion, demonstration and audio-visuals will be used. Adequate blackboard space and suitable display area are quite necessary.

2. In laboratories demonstration is used, followed by individual experimentation and individual help. Audio-visuals are frequently used for additional direction in the biological sciences.

F. Enrollment projections for 5,000

1. Physical Science	900
2. General Chemistry	400
3. Qualitative and Quantitative Analysis	60
4. Organic Chemistry	60
5. Physics	250
6. Botany and Zoology (divided equally)	2300
7. Anatomy, Physiology, Microbiology	100

G. Number of Rooms or Spaces

1. Physical Science

Three classrooms are needed

2. Chemistry

a. General Chemistry

(1) Two classrooms
(2) One laboratory

b. Qualitative and Quantitative Analysis

(1) One classroom is adequate for this and organic chemsitry (used jointly)
(2) One laboratory

c. Organic Chemistry

One laboratory is needed separate from Qualitative and Quantitative

d. Physics

(1) One classroom
(2) One laboratory

3. Biology

a. Botany

(1) Six classrooms
(2) Six laboratories

b. Zoology

(1) Three classrooms
(2) Three laboratories

c. Anatomy - Physiology

One laboratory

d. Microbiology

One laboratory

III. SPACES OR AREAS OR ROOMS

PHYSICAL SCIENCE

A. Functions - Activities of Teachers and Students

In the classroom areas, demonstration methods will be stressed; there will be used of audio-visuals. Laboratories in the usual sense are not desirable because of the general nature of the studies which deal with basic physics and chemistry, earth science, astronomy, metorology, geology. Instead, working telescopes and skilled use of a planetarium are planned to offer experiences which would otherwise be available to students at this level in the sciences.

B. Furniture, Equipment, Instructional Materials

1. Armchairs are desirable
2. A long desk with sink, water, gas and drawers is needed in each room. There should be enough space in each classroom for at least six tables to be placed around the periphery of the room for laboratory work, map work, display of rocks, minerals, etc.
3. Each room should have a pull down projection screen, a cork bulletin board and facilities for hanging maps, pictures, etc., on the walls. In the corridor a display case recessed into the wall is needed; its dimensions should be 30' long, 2' deep and 4' high. This case is to be used for displaying fossils, rocks, minerals, etc., to the public.
4. Laboratory Requirements

   a. Laboratory equipment in the normal sense is not needed. Instead, space should be provided for two telescopes on the roof of one of the tallest buildings. There should be enough space for students to sit while awaiting their turn at the telescopes.
   b. A planetarium to seat 60-75 people is needed. It should be wired with electrical outlets in the center of the room for setting up a control board for the projector.
   c. Environment

Climate controlled, acoustically treated and controlled lighting for use with audio-visuals, etc. The color scheme should be pleasing and the seating comfortable.

d. Utilities

Gas and water are needed at the demonstration desk. Lighting should provide comfortable reading light at seated level.

CHEMISTRY

A. Functions - Activities of Teachers and Students

Lecture, discussion, problem solving and demonstration; consideration need be given to adequate demonstration equipment. Laboratories are used for personal contact and guidance; students work in pairs to derive many relationships and thus better understand the material of basic chemistry.

B. Furniture, Equipment and Instructional Materials

1. Classroom requirements

Each room needs an instructor's demonstration table with gas, water, etc., available. If a science auditorium is available, the instructor's demonstration table is not required.

2. Laboratory Requirements

a. A general chemistry laboratory will need a storage room at least 10' x 20' to serve as a weighing room and location for fume hoods.
b. The qualitative and quantitative analysis laboratory and the organic chemistry laboratory should be connected by a room at least 200 square feet containing fume hoods and weighing room. The walls of all these labs should have shelving (preferable glass enclosed) with drawer space beneath; these shelves will be used for display and for storage of apparatus. Each laboratory should contain a glass enclosure to give the instructor privacy enough to work while enabling him to observe the laboratory at all times. A source of steam is also needed.

3. Special equipment

The weighing and fume rooms should contain at least two fume hoods each and room for eight balance scales. Consideration should be given to control vibration. An emergency shower is needed to serve all chemistry labs and should be accessible from the hall. Fire blankets are required, one for each chemistry laboratory.

C. Environment

Lighting should be adequate. Spaces should be climate controlled and acoustically treated, fume hoods are also necessary.

D. Utilities

Special equipment, gas, water, electricity are needed at the instructor's desk in classrooms. In labs, gas and water are needed at each student position; also the same provision for the instruction desk and water is needed in large sinks at the end of each student desk.

PHYSICS

A. Functions - Activities of Teachers and Students

Students work in pairs on various experiments in laboratory to supplement classroom work. The nature of many of the experiments, however, is such that they require special equipment which is only used once or twice a year and must be given adequate storage the rest of the year.

B. Furniture, Equipment and Instructional Material

1. Classroom requirement

   Equipped with a demonstration desk

2. Laboratory requirements

   a. Each station for two students should be equipped with power supply both AC and DC with unitized gages which can be removed for repair or replacement. (Voltage regulator, voltameter, etc.) Also needed is demonstration desk equipped with power supply, gages, etc., as are the student desks; in addition, there should be a source of vacuum and pressure, gas, etc.

   b. Water is needed for the instructor's desk and one sink for each student desk. Windows should be equipped with blackout shades for use with certain optics experiments. The walls should have shelving, glass enclosed, 18 to 24 inches deep and drawers for storage beneath.

C. Environment

Rooms should be climate controlled and acoustically treated. Lighting must be adequate for reading and rheostatically controlled.

D. Utilities

Electrical power should be adequate for lab. In addition,gas and water at students' desks.

BIOLOGY

A. Functions - Activities of teachers and students

1. The use of lecture, demonstration, audio-visual,and field trips.

2. Laboratories are to offer individual instruction. Use of microscopes, slides and equipment will require adequate storage.

B. Furniture, Equipment and Instructional Materials

1. Classrooms

   a. A raised demonstration desk with gas, electricial and water outlets and a built-in overhead projector. A sliding blackboard with no less than 96 square feet of space; pull down type screens and charts mounted permanently. The angle of the screen should be considered in order that distortion be minimized.

   b. The back wall used for storage and display area, with glass-front cabinets that can be locked. The side walls should be lined with adjustable book shelves and a built-in counter, twelve feet in length, formica-covered, with cabinets beneath.

   c. Equipped with "black-out" shades and all electrical switches wired to a master panel at the demonstration desk. Conduit for television should be placed in the room. Sinks and all plumbing at the demonstration desk, should be lead-lined and the top should be resistant to acids and alkalis. Doors in the room should have windows and should be equipped with locks.

2. Laboratory requirements

   a. Tables for dissections should be equipped with electrical outlets, gas outlets and drawers for lab equipment. The tables should be covered with soapstone or other material resistant to abrasion and chemicals. The demonstration desk should have sink, electrical and gas outlet. Under the windows, lining one wall, shall be a formica counter with no less than six water outlets and sinks; all sinks should be resistant to acids and stains.

   b. In the back, built-in 30 gallon aquarium-terrarium with lights, drains and water outlets. Electrical outlets for pumps should be adjacent; the rest of the wall space should be shelves with cabinets beneath.

   c. Chalkboard space should be no less than 48 square feet and demonstration desk should be raised.

   d. The Zoology labs should be equipped with vats or concrete tanks at the rear of the room with hoods for fumes to store specimens in formaldehyde.

   e. One small laboratory is needed equipped with 10 individual tables with cabinets overhead (lockable), sinks, electrical and gas outlets.

   f. Display cases should be provided along corridors so that things of special interest may be displayed to the students and the public.

C. Environment

Climate controlled and acoustically treated

D. Utilities

Gas, water and electrical facilities should be as described in section B, with water and electricity provided also in the storage room which would serve as a prep room.

SPECIAL EQUIPMENT NEEDED

A. Darkroom

A darkroom should be located in the science area, available to anyone on the faculty, built with triple baffles to exclude light and with adequate sink-washing apparatus. Space should be provided for large enlargers and other equipment; electrical outlets should be available. Four people should be able to work at one time.

B. Teaching Auditorium

Scheduled 4 - 6 hours per week.

IV. STORAGE

A. Physical Science

Six hundred square feet of storage is needed with cabinets, shelves, drawers and work table; also a sink, water and gas facilities are needed. This room should be adjacent to the physical science classrooms and should be accessible from two of the classrooms.

B. Chemistry

A single storeroom to serve all chemistry labs is adequate and should contain at least 300 square feet. This would contain an acid pit which must be lead-lined if not on ground floor.

C. Physics

Storeroom - 600 sq. ft. (400 sq. ft. minimum) adequate shelving

D. Biology

Adjacent to each laboratory connected by a door to the front of the lab should be a preparation and storage room, equipped with water, electricity and counter space. This means at least two storage preparation rooms. Two hundred square feet per storeroom should be adequate, with one storeroom serving two laboratories. A large door would be needed, opening to hallway, to handle zoology specimens. A commercial type greenhouse (200 sq. ft.) should be adjacent to the Botany Labs.

V. RELATIONSHIP WITHIN THE SPACE OR AREA

A. Those programs that are closely related

1. Laboratories

Botany and zoology labs to form a large block around which the other science labs should be located.

2. Classrooms

Should be located near the science complex.

3. Teaching Auditorium

Accessible from all science areas and be easily accessible from outside the building as well.

4. Display

a. Prime areas of display would be the entrance ways to the science auditorium and to the planetarium. Recessed display areas 8' x 4' x 12'.

b. In the hallways recessed display cases; two for physics, two for chemistry and two for physical science.

c. Six or eight display cases for biology are needed in the hallways; 4' x 4' x 1'.

d. Space should also be provided for an aquarium of sufficient size to attract interest; well lighted and centrally located.

B. To the entire campus

The science complex should be accessible from most any other instructional area.

SOCIAL SCIENCE

I. PHILOSOPHY

A. Purposes

A knowledge of the social sciences has been determined to be essential as a basis for an enlightened citizenry.

B. Objectives

To provide such facilities which will encompass an atmosphere suitable for the intellectual stimulation of both students and faculty in their studies of the historical development of man.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. American History
2. Western Civilization
3. Sociology
4. Economics
5. Psychology
6. Education
7. Government
8. Business administration

B. Activities

1. Teacher
    - a. Lecture, demonstration, illustration, using the blackboard, etc.
    - b. Supervision of students' classroom work
    - c. Testing, grading and checking assignments
    - d. Study and preparation
    - e. Counseling and individual instruction
    - f. Meetings and conferences
    - g. Reports and plans
2. Students
    - a. Note-taking, analyzing, questioning and discussion of material
    - b. Practice at desk and blackboard with occasional demonstrations
    - c. Review of tests and assignments
    - d. Examinations and make-up work

C. Grouping

1. Social science classes - thirty (30) students
2. Lecture-demonstration classes - three hundred to five hundred students

D. Time Modules and Schedule

Three hours per week, minimum

E. Methods of Instruction

1. Lecture
2. Demonstration
3. Discussion
4. Discovery

F. Enrollment Projections for 5,000 FTE

2,500 - 3,000 students

G. Number of Rooms or Spaces

1. Ten (10) standard classrooms
2. Use of a teaching auditorium four to six hours per week

III. SPACES OR AREAS OR ROOMS

A. Functions - Activities of Teachers and Students

1. Students will take notes, refer to texts and work problems, demonstrate the solution of problems on the blackboard, hear lectures and observe demonstration, training devices and prepared programs in movies and T.V.

2. Instructors will be lecturing, demonstrating training aids and giving examples of procedures and concepts on the blackboard or by the use of audio-visual equipment.

B. Furniture, Equipment and Instructional Materials

1. Thirty (30) tables and chairs in lieu of arm desk chairs

2. Mounted panels on slides on a raised platform, three to a side, 90" x 90", on rails. In the center a permanently installed screen and loudspeaker for audio-visual presentations.

3. A raised platform one foot above the regular floor level including a lectern with manual controls for audio-visual media.

4. A book case 6' x 5' x 2' to be installed with locking sliding doors for the containment of artifacts, globes and other materials.

5. Six maps and charts mounted on six sliding panels.

C. Environment

Climate controlled and acoustically treated

D. Utilities

1. Electrical receptacles (110 V) in front and rear of classroom.

2. Large conduits or crawlways should be installed to allow for TV and communications equipment.

3. An installed vacuum cleaning system would expedite cleaning halls, rooms and chalk trough and erasers.

E. Teaching Auditorium

Four to six hours per week

IV. STORAGE

Each classroom should contain a storage cabinet 6' x 5' x 2' installed with locking doors for storage of artifacts, globes and other materials.

V. RELATIONSHIP WITHIN THE SPACE OR AREA

Located in the academic complex

AGRICULTURAL MACHINERY TECHNOLOGY

I. PHILOSOPHY

A. Purposes

The program in Agricultural Machinery Technology is presently being developed. Its primary purpose is to train young men for employment in the agricultural machinery industry upon graduation from Polk Junior College.

B. Objectives

1. To provide practical training as well as theoretical knowledge of machinery used in agriculture.

2. To provide practical applications for the students in the agriculture production programs.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Agricultural Mechanics
2. Agricultural Power
3. Agricultural Machinery and Equipment
4. Internal Combustion Engines
5. Industrial Hydraulics
6. Dealership Management
7. Diesel Fuel Systems
8. Service Shop
9. Irrigation

B. Activities

Students will be involved in individual and group work. This will consist of assembly, operation, calibration, service and testing of engines, tractors, hydraulic systems and agricultural implements. Welding, painting, metalworking and woodworking will also be an integral part of the shop work.

C. Grouping

Lecture sections will be held to a maximum of 40 students. Absolute maximum for laboratory sections is 20 students.

D. Time Module and Schedule

Time spent in each course will vary. However, a large part of the time will be spent in the laboratory. Generally each course will consist of 50 percent lecture and 50 percent laboratory.

E. Methods of Instruction

Laboratory, lecture, demonstration and field work

F. Enrollment Projection

Seventy students

G. Number of Rooms or Spaces

1. One lecture room
2. One engines laboratory
3. One hydraulic and diesel laboratory
4. One metal and woodworking shop
5. One service shop
6. One storage building
7. One office

III. SPACES OR AREAS OR ROOMS

A. Lecture Room

1. Function

This space will house lectures for agricultural machinery courses. Demonstrations and visual aids will be used to facilitate class discussions. The focus of the room should be on the instructor and visual area.

2. Furniture, Equipment & Instructional materials

   a. Thirty student stations
   b. Slide & motion picture projection facilities
   c. Demonstration slide rule
   d. Storage area for small demonstration equipment
   e. Overhead projector

3. Environment

The room should be well lighted with complete climate control.

4. Utilities

Normal classroom necessities
220 volt - single phase and three-phase power outlets should be available

B. Engines Laboratory

1. Function

This space will house gasoline and diesel internal combustion engines, automotive electrical and fuel systems. The necessary testing and service equipment will also be housed in this area.

2. Furniture, equipment and instructional materials

Engines, work tables, valve grinder, generator-regulator tester, distributor tester, boring bar, engine stands, small tool storage, etc.

3. Environment

Good lighting facilities should be provided. Good ventilation and proper exhaust system for the engines are a necessity.

4. Utilities

   a. Chalkboard and desk
   b. Electrical outlets
   c. Compressed air outlets
   d. Provision for washing hands

C. Hydraulic and Diesel Laboratory

1. Function

This space will house industrial hydraulic and diesel injection components and test equipment. The students will work as individual and groups in testing and servicing hydraulic and diesel equipment.

2. Furniture, Equipment and Instructional Materials

Tractor hydraulic systems, hydraulic transmissions, diesel pumps and injectors, fluid circuit apparatus, flow rater, diesel pump test stand, work tables, etc.

3. Environment

The space should be dust free and climate controlled

4. Utilities

a. 110 volt and 220 volt single phase outlets
b. 220 volt three phase outlets
c. Compressed air outlets
d. Tool storage
e. Chalkboard
f. Handwashing facilities and water outlet

D. Metal and Woodworking Shop

1. Function

This space will be used as a laboratory for teaching the skills of welding, metalworking, woodworking, plumbing and painting. The area is dusty and should be sealed from other areas.

2. Furniture, Equipment and Instructional Materials

Six electric arc welders, six oxy-acetylene welders, two grinders, hydraulic press, table saw, radial saw, band saw, drill press, work benches and storage facilities. Metal and lumber storage should also be provided.

3. Environment

Sufficient ventilation should be provided to remove dangerous fumes and heat.

4. Utilities

a. Single phase and three phase power
b. Compressed air outlet
c. Provision for handwashing

E. Service Shop

1. Function

This space will be used as a laboratory for studying, servicing and testing large units of agricultural equipment such as tractors, sprayers, disk harrows, balers, etc. Space should be provided for students to work with at least ten tractors simultaneously. A paint room should also be provided.

2. Furniture, Equipment and Instructional Materials

Dynamometer, knotter, drill press, grinders, valve grinders, numerous small tools, etc.

3. Environment

Adequate ventilation and engine exhaust system should be provided

4. Utilities

   a. Single phase and three phase outlets
   b. Hand washing facilities and water outlets
   c. Compressed air outlets
   d. Extension lights
   e. Small tool storage

F. Storage Building

1. Function

To provide storage for tractors and other large pieces of agricultural equipment loaned to us by the machinery companies. Gasoline, oil and grease will also be stored in this area.

2. Furniture, Equipment and Instructional Materials

Tractors and other large equipment

3. Environment

Well ventilated

4. Utilities

   a. Water supply
   b. 110 volt outlets

G. Offices

1. Function and Environment

Same as that listed under faculty work areas. This office should be located in the same building as the mechanical shops.

2. Furniture, Equipment and Utilities

Same as that listed under faculty work areas.

IV. STORAGE

Number, Types and Sizes

1. Horizontal lumber and metal storage
2. Vertical lumber and metal storage
3. Machinery and electrical parts storage
4. Nuts, bolts and nail storage
5. Paint, grease and gasoline storage
6. Plumbing storage
7. Hand tool storage
8. Large equipment storage
9. Implement storage (tractors, spray rigs, etc.)

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

Due to noise and activity of this type operation, it would be advisable to locate this shop near the edge of the campus.

ANIMAL SCIENCE

I. PHILOSOPHY

A. Purpose

To prepare students who will be equipped to actually engage in the production of animal products, with special emphasis on cattle husbandry. In view of the importance of beef cattle production to the general welfare of this area, this phase of husbandry will receive major attention, however, a broad general understanding of the whole field of Animal Husbandry will be included in this program.

B. Objectives

To develop students who are equipped with the fundamental knowledge required to engage in a practical program of animal production. This will include a study of breeding, feeding and management, and marketing along with servicing for consumption. In this rapidly and ever changing field of science it will be important to not only learn of preferred practices of the moment but how to keep abreast of the new developments which will be of value in promoting efficient production practices. The ultimate objective of all activities in Animal Science is the economical production of animal products useful to man.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Introductory Animal Science
2. Animal Nutrition
3. Animal Breeding
4. Animal Diseases and Pests
5. Marketing Animal Products
6. Forage, Cover and Grain Crops
7. Soil Science and Fertilizers

B. Activities

Lectures, discussions, demonstrations and field trips. The use of chalkboards, movies and film strips, charts and graphic material.

C. Grouping

In view of the necessity for instruction outside the classroom, each group should be held to a maximum of 20 students.

D. Time Modules and Schedule

While some of these courses may be handled as three hourly sessions per week, others may be better handled as two hourly sessions plus a two or four hour laboratory (field trip) weekly, depending on the hours of credit to be given.

E. Methods of Instruction

Lectures, demonstrations, carefully planned and conducted field trips, group discussions, searching for newly recommended practices, self study and individual instruction.

F. Enrollment Projection, as many as 50 to 100

G. Number of Rooms or Spaces

One room of sufficient size to permit seating of students at tables where individual work may be done. Room should provide space for storage of teaching aids.

III. SPACES OR AREAS OR ROOMS

A. Functions - Activities of Teachers and Students

Regular lectures, demonstrations and discussions will be scheduled in the classroom.

B. Furniture, Equipment and Instructional Material

1. Classroom

   a. Tables and chairs rather than conventional desks
   b. Instructor's demonstration desk
   c. Large chalkboard
   d. Shelves for pamphlets and magazines
   e. Cabinets for teaching aids
   f. Sink assembly

2. Special Equipment

A bus to provide conveyance for at least 25 students on field trips. Explanation - since this is a technical or practical program, the importance of field trips to existing livestock enterprises in this area cannot be emphasized too strongly. The cost of building and maintaining barns, sheds and equipment for handling an assortment of livestock plus the livestock and feed and labor for keeping these animals would be prohibitive; thus, the necessity for field trips becomes apparent. It is hoped that local producers will be willing to cooperate with this program.

C. Environment

A typical well-appointed classroom with proper lighting and air control.

D. Utilities

Electrical outlets for 110-120 voltage will be required. Water and gas will be essential.

IV. STORAGE

A. Number, Types and Size of Items

1. Cabinets at least 5 feet wide, 6 feet high and 2 feet deep for storage of charts, maps and other teaching aids. Two of these will require shelves, one may be without shelves. These cabinets should have locks.

2. Typical sloping shelves for storage of pamphlets and magazines.

3. Shelves for storing books.

V. RELATIONSHIP WITHIN THE SPACE OR AREA

A. Close to or part of other agricultural programs which are closely related.

B. Consider relationship with biology and chemistry as the possibility exists for coordinated utilization of some equipment.

BOOKKEEPING

I. PHILOSOPHY

A. Purposes

The study of bookkeeping both directly and indirectly contributes to the enlightened citizenry. Many types of problems are encountered in the classroom. In order to solve these problems, the student must be thoroughly skilled in the art of communication so that he may interpret the problem correctly. Fundamental principles of reasoning are developed in order to come to the correct conclusions for solving these problems. In the class discussions of these problems such time is devoted to the philosophy of our free enterprise system.

B. Objectives

In the study of bookkeeping a number of skills are involved. First, the arithmetical skills must be increased. Second, the student must learn to analyze problems and arrive at the correct solutions. However, the ultimate goal is to help the student acquire a skill that will enable him to find his place in society and advance according to his abilities.

II. INSTRUCTIONAL PROGRAM

A. Courses

Double Entry Bookkeeping

B. Activities

Lecture, demonstration, individual instruction, group instruction and students working under supervision.

C. Grouping

Large tables in conventional grouping - these may be regrouped according to the type of instruction.

The tables should be approximately 36" x 21". Space should be provided for approximately 30 tables and chairs with adequate aisle space for the instructor to circulate.

D. Time Modules and Schedule

The class period shall be one hour - three times per week.

E. Method of Instruction

Covered above.

F. Enrollment Projections for 5,000 FTE

Sixty to eighty students.

G. Number of Rooms or Spaces

One classroom and a room equipped with several large tables and three or four adding machines used in the classroom.

III. SPACES OR AREAS OR ROOMS

A. Functions - Activities of Teachers and Students

Covered above

B. Furniture, Equipment and Instructional Materials

Tables should be approximately 34" x 21" with adjustable chairs which are foam cushioned. Wiring for 10 electric outlets at tables. Floor installation.
Chalkboard across the front of the room. Map rail with hooks for wall charts
Lectern
72" cabinet with shelves and lock
Film strip projector
Movie projector
Overhead projector and acreen
Skill builder

C. Environment

Windows are not necessary - however, the room should present a pleasant appearance.

D. Utilities

Wiring should be adequate for all types of visual aids.
Climate control, with adequate lighting

IV. STORAGE - to house items listed above

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

A. To those Programs Which are Closely Related

All the business education classrooms should be located in one building with instructors' offices adjacent to the typewriting and office machines rooms.

B. To the Entire Group

Business education classrooms should be centrally located.

BUSINESS DATA PROCESSING

I. PHILOSOPHY

A. Purposes

This program is not in operation at the present, but may be needed in the future to provide instruction in the expanding field of data processing.

B. Objective

The objective of this program will be the preparation of trained data processing personnel who can be immediately productive in various data processing jobs. The data processing equipment can also be used for school records.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Key punch I and II
2. Tabulating Equipment I and II
3. Introduction to Computers
4. Computer Programming I and II
5. Business Organization
6. Electro-Mechanical Machines
7. Accounting I and II
8. Advanced Computing and Programming Systems
9. Communication Skills plus other related courses

B. Activities

Lecture will be held to a minimum. The major activity will center around the machines where the students will engage in the actual operation of the equipment.

C. Grouping

The classes should be held to a maximum of 15 because of the individual instruction necessary in this type of program.

D. Time Modules and Schedule

Certain courses will require more time than others. The average time spent will be one hour in lecture and four hours in the laboratory per week.

E. Methods of Instruction

There will be intensive laboratory instruction, individual conferences and a minimum of lecture. Audio-visual equipment will be used.

F. Enrollment Projection for 5,000 FTE

Forty-five students

G. Number of Rooms or Spaces

A lecture room and laboratory. This program could be worked in conjunction with the office machines.

III. SPACES OR AREAS OR ROOMS

A. Functions

The laboratory will be a place of individual work and informal sessions.

B. Furniture, Equipment and Instructional Material

This program will require a fully equipped laboratory with the following equipment:

1. Card punch machine
2. Computer
3. Line Printer
4. Reproducer (Gang punch)
5. Interpreter
6. Sorter
7. Accounting Machine
8. Collator
9. Punch verifiers
10. Panel boards and wiring for:
    IBM 519 Gang punch
    IBM 557 Interpreter
    IBM 402 or 407 Accounting Machine
    IBM 89 Collator
11. Laboratory tables and chairs for wiring panels.

The lecture room for presenting problems should be equipped with an overhead projector for projecting foils of the wiring panels presented to the class prior to laboratory work.

The lecture room should also have an oversized projection screen to be used in instruction.

C. Environment

Classroom and labortory should be climate controlled with provision for sound controls.

D. Utilities

Electrical service of 110-220 volts will be required for equipment. Washroom facilities should be located near by.

IV. STORAGE

A. Number, Types and Sizes of Items

One large storage room for supplies such as punch cards in essential.

B. Size of Storage Area

Storage room of approximately 300 square feet will accommodate the data processing program as well as the office machines.

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

A. Data processing and office machines are closely related and could utilize the same space.

B. Near the Library

The computer room will be utilized also by the Registrar's Office and should be located near by.

CITRUS EDUCATION

I. PHILOSOPHY

A. Purpose

Educate students to enter the citrus industry, or closely related agricultural industries, in two years; and to be equipped with the fundamental knowledge - practical and theoretical - to compete successfully for what is presently thought of as "mid-management" jobs.

B. Objectives

To be adequately equipped with classroom and laboratory space, along with the necessary equipment, in order to train specialists who will be acceptable to the citrus.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Citrus Culture
2. Soils and Fertilizers
3. Citrus Pest Control
4. Citrus Nutrition
5. Citrus Marketing
6. Citrus Processing

B. Activities

1. Teacher

Depending on the type of course, the instructor will either lecture or supervise laboratory work. All teaching will attempt to bring about group discussion and participation.

2. Students

During a routine lecture, the student will sit with his group at a table. At times, plant material, etc., will be presented for examination during lecture. During a laboratory period, the student will work at assignments which will move him about the laboratory to measuring devices, microscopes and chemical analysis (soils).

3. Grouping

Students will be seated at tables during lectures; individual work will be stressed in the laboratory. Certain types of laboratory work, however, such as using an oven or weighing out samples, will have students moving around constantly during laboratory periods.

4. Sizes

There will probably be about twenty students per class - certainly not more than twenty for laboratory work. Certain night courses could conceivably have 35-40 per class, however, and this would probably necessitate a large classroom.

D. Time Modules and Schedule

E. Methods of Instruction

A lecture-workshop type of program. Use of complete audio-visual equipment can be utilized when available. "Inlets and outlets" that will be used in the future should be incorporated in the original structure.

F. Enrollment Projections for 5,000 FTE

A projected enrollment, since no precedent within a junior college can be established, is difficult to ascertain. Top enrollment would not exceed 100 students. This must be termed as "highly specialized" training and since most students must be offered employment opportunity within the citrus growing area of Florida, this will necessarily remain a small program - perhaps graduating "twenty" students a year. It can never be compared with a program that does not stress terminal employment.

G. Number of Rooms or Spaces

One lecture room and one laboratory and a small room separating the two which might also be used by the entire technical division as a reading or "pamphlet" room.

III. SPACES OR AREAS OR ROOMS

A. Functions - Activities of Teachers and Students

Routine classes will be scheduled in the classroom and laboratory work in the laboratory. The classroom should be adjoining the laboratory. The areas for propagating should be located as close to laboratory as possible, should consist of both mist beds and exposed nursing area.

B. Furniture, Equipment and Instructional Materials

1. Classroom

    a. Tables (having electrical outlets for microscope use) and chairs, rather than conventional desks.
    b. Instructor's demonstration desk
    c. Overhead fluorescent lighting
    d. Chalkboard

2. Reading Room

    a. Shelves for magazines, pamphlets and books
    b. Large conference table
    c. Bulleting board

3. Laboratory furniture

    a. Shelving on two sides, with wall counter for work space and storage underneath.
    b. Two large, central tables (or series of tables) for chemical analysis; wall sink assembly
    c. Shelving for chemicals and supplies in separate area to rear of the room
    d. Chalkboard

4. Laboratory

    a. Numerous glassware, chemicals and miscellaneous apparatus
    b. Hydrogen ion, pH meter

c. Autoclave
d. Colorimeter
e. Ten stereomicroscopes with cases and illuminators
f. Furnace, muffle
g. Flame photometer
h. Mechanical shaker
i. Balances
j. Grinder and oven

5. Greenhouse of sufficient size to provide mist beds and controlled experiments on seed, root and twig development. A mist bed of 3' x 30' total area should be available.

6. Outside Nursing Area

a. Should be at least ½ Acre
b. Have water for irrigation
c. Suitable soil area, if possible, for growth
d. Located so that commercial heaters can be used for frost protection

C. Environment

Air control, white interior; no windows necessary

D. Utilities

1. Gas outlets for laboratory
2. 110 AC - 220 volts for furnace
3. Sink assembly for laboratory
4. Classroom electrical outlets at tables for microscope use

IV. STORAGE

A. Number, Types and Size of Items

See Part III

B. Size of Cabinets or Shelving

Note under laboratory furniture. Numerous shelving and cabinets will be required, as in a routine chemistry laboratory. A sketch is available when and if required.

C. Size of Storage Areas

Two storage rooms within the laboratory. One 200 square feet for storing chemicals and small items. Another 180 square feet for larger items, complete with sink assembly and regular shelving for soil samples, etc., and miscellaneous tools.

V. RELATIONSHIPS WITH THE SPACE OR AREA

A. To those programs which are closely related - since these rooms could be used as botany labs and/or lecture rooms, it would be advisable to be near the biology laboratories.

B. To the entire campus - should be located near the library and the exact sciences.

ELECTRONIC TECHNOLOGY

I. PHILOSOPHY

A. Purposes

This program is not in operation but should be considered since electronics is now one of the largest industries in the country.

B. Objectives

1. The main objective of an electronics technology program is to prepare technicians who can assist the engineer in the laboratory.
2. Technicians are employed by industries engaged in production of aircraft, shipbuilding, missile research and production, automated machinery and equipment, etc.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. A-C circuits
2. D-C circuits
3. Basic electronics
4. Industrial electronics
5. Electronic circuit tracing
6. Electronic circuit design and analysis
7. Radio frequency circuits
8. TV circuits
9. Electrical and electronic instruments
10. Mathematics, physics, mechanics and other closely related courses

B. Activities

Lectures will be held to a minimum. A technician must know how to use modern equipment, to make circuit measurements and to interpret readings properly. These skills must be learned by doing, in a well equipped laboratory.

C. Grouping

Since a large portion of laboratory work will be individual instruction, the classes should be held to a maximum of 15.

D. Time Modules and Schedule

Time spent in each course will vary but the majority will consist of one hour lecture with two-2 hour laboratories.

E. Methods of Instruction

Minimum of lecture, intensive laboratory instruction using electrical equipment and audio-visual aids.

F. Enrollment Projections for 5,000 FTE.

Sixty students

G. Number of Rooms or Spaces

One lecture room and one laboratory

III. SPACES OR AREAS OR ROOMS

A. Functions - Activities of Teachers and Students

Instructors and students will be involved in informal sessions and laboratory work.

B. Furniture, Equipment and Instructional Material

Complete laboratory with work benches. Equipment too numerous to list at this time will be needed.

C. Environment

The classroom and laboratory should be climate controlled.

D. Utilities

Electrical outlets for 110-220 voltage will be required. Washroom facilities should be located near by.

IV. STORAGE

A. Number, Types and Size of Items

Individual storage cabinets should be provided for 15 student stations.

B. Size of Cabinets or Shelving

Student storage could be built under workbenches
36" high, 36" wide, 24" deep

C. Size of Storage Areas

The equipment storage area will require a room of approximately 350 square feet.

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

A. To those Programs which are closely related

Electronics technology and physics are very closely related. These two programs could be integrated into one laboratory.

B. To the Entire Campus

Near the library and near the science building.

ENGINEERING TECHNOLOGIES

I. PHILOSOPHY

A. Purpose

In keeping with the overall philosophy of Polk Junior College, the Engineering department seeks to equip the student with the basic knowledge necessary to meet one of the following goals:

1. Transfer to a senior engineering college
2. Enter the engineering or construction industries as a competent technician at the end of two years

B. Objectives

The courses in this field should give a student broad mathematical, scientific and technical concepts and experiences which will enable him to solve specific problems in his desired vocation.

II. INSTRUCTIONAL PROGRAM

A. Courses

Those listed in the 1965-66 Catalog plus possible future courses in mechanical engineering technology, electronics, instrumentation, or any other appropriate areas of need in Polk County.

B. Activities

1. Teacher

Immediate use of visual aids and resource materials in classes. The teacher should be able to control all of the inside environment from his station.

2. Students

Taking notes, working demonstrations and completing problems in drafting, statics and surveying.

C. Groupings

Most lectures will be held to a maximum of 24 students for more individual attention. Materials testing labs will also be small. However, drafting labs may be as large as 48 since the student will be largely working on his own with occasional help from the professor.

D. Time Schedule

It is hoped that all lectures may be scheduled in the morning hours while labs will be in the afternoon. Most classes will require only one lecture and four hours in lab per week.

E. Methods of Instruction

Laboratory, lecture, demonstration, field work

F. Enrollment Projection

350 students - full time

G. Number of Spaces

1. Two drafting labs - lecture spaces
2. Materials testing lab, lecture, demonstration area
3. One general classroom
4. One conference

III. SPACES AND AREAS

A. Drafting

1. Functions

   Two drafting laboratories with 24 student stations each. These labs should be so designed that they may be opened up as one unit when necessary. These spaces will be used for drafting labs and lectures. If possible, the room should focus on the instructor and visual aids area.

2. Furniture, Equipment and Instructional Materials

   a. Visual aids

      (1) Overhead projector
      (2) 35 mm slide projector
      (3) Educational TV hookup
      (4) Overhead pull-down screen
      (5) Flip charts
      (6) Demonstration slide rule
      (7) Multiple-layer, sliding chalkboard with drafting machine

   b. Open display areas for mock-up, charts, models and drawings

   c. Provision for class and laboratory reference materials

   d. 48 3' by 5' drafting tables

   e. Control and teaching station for instructor

3. Environment

   a. Acoustical floor and ceiling materials

   b. Each drafting station should be available to the instructor without disturbing the other students.

3. Utilities

   a. Desk and overhead lighting
   b. 110 AC outlets every ten feet

   c. One 220 AC outlet for blueprint machine

   d. Provision for electrical equipment at each drafting station

   e. Provision for washing hands and equipment

B. Construction Materials and Testing Laboratory and Lecture Space

1. Functions

   This space with 24 students stations will house lectures, demonstrations and experiments in Strength of Materials, Surveying, Construction Methods and Materials, Concrete and Soil Mechanics, Hydraulics Fluid Flow and Structural Steel. Provision should be made for the same visual aids as in the drafting labs, with the focus again on the instructor and visual aids area.

2. Furniture, Equipment and Instructional Materials

   a. Teacher demonstration table with utilities and provision for overhead vision of the table surface by the students.

   b. Provision for mixing liquid and solid substances such as concrete, cement, matrices, etc., in small groups

   c. Provisions for at least three materials testing machines

   d. Drafting stations for four (4) students

3. Environment

   a. Acoustical floor and ceiling materials to maintain as much quiet as possible in a testing lab.

   b. Each student station should be available to the instructor without disturbing the other students.

4. Utilities

   a. Desk and overhead lighting

   b. 220, 110 AC outlets every ten feet

   c. Compressed air available at convenient outlets

   d. Provision for electrical equipment at each drafting station and student station.

   e. Provision for washing hands and equipment

C. General Classroom

1. Function

   This space will house lectures which do not require demonstrations, experiments or drafting. Again, the same visual aids, floor and ceiling materials as in the labs. The focus of the room should be on the instructor and visual aids area.

2. Furniture, Equipment and Instructional Material

   Thirty student stations

3. Environment

   (see 1. Function above)

4. Utilities

Normal classroom necessities

Electrical outlets every ten feet, good overhead lighting, TV hookup, hookup to central communications network, etc.

D. Conference Room

1. Function

This space will be used for small classes, seminars, special projects and study

2. Furniture

Conference table(s) to accommodate ten students

3. Environment

Quiet intellectual area with an informal quality

4. Utilities

Normal conference room necessities

IV. STORAGE

A. One workroom with space for the following equipment adjacent to all three laboratories.

1. Ozalid machine
2. Wall-hung reproduction machine
3. Duplicator
4. Light table
5. Large paper cutter
6. Xerox copier
7. Plan study table
8. Storage for reproduction, duplication and mimeograph paper
9. Sink

B. Storage room adjacent to all three labs with:

1. Blueprints storage
2. Teaching aids
3. Two print study tables

C. Student locker storage for at least 200 students

Each locker to be 1' - 0 X 1' - 0 X 2' - 0

D. Storage required in testing lab

1. In-wall storage area for surveying equipment, mock-ups, projects, teaching aids and materials testing equipment

2. Material bins (concrete, sand, gravel, ect.) outside but accessible to the inside of the lab.

3. Dead storage for bulky items such as large materials samples.

V. RELATIONSHIPS WITHIN THE CAMPUS ENVIRONMENT

A. Teacher offices nearby but not immediately adjacent to drafting rooms, lab and classroom.

B. In close proximity to math and science area.

C. A part of the entire campus complex so that engineering and technology students are not social isolates.

D. Near service drive for deliveries

GREENHOUSE

I. PHILOSOPHY

A. Purpose

The Ornamental Horticulture Curriculum is designed to prepare students for employment in the field of horticulture after two years of formal education. The greenhouse is essential in the preparation of these students.

B. Objectives

1. To provide work space for horticulture classes.

2. To provide storage for propagation and allied equipment.

II. INSTRUCTIONAL PROGRAM

A. Courses

The following courses can be taught more effectively with a greenhouse:

1. Principles of Horticulture
2. Landscape Horticulture and Design
3. Floriculture
4. Ornamental Horticulture I and II
5. Nursery

B. Activities

Activities will involve student work and experimentation

III. SPACES OR AREAS

A. Propagation

1. Provide mist beds (4 locations), water and work space for budding, grafting and cutting.

2. Provide after care space under the benches

B. Growth

1. Provide benches (30") for growth of plants under glass. These benches should be concrete and run the full length of the house. Provide for drainage.

2. Provide dry storage facilities for fertilizers, sprays and other equipment.

3. Provide heat for maximum winter growth.

4. Provide sufficient vents (2 on side one top) for maximum plant growth.

5. Provide a resilient floor (sawdust) over soil for maximum water retention, pest control and ease of working.

6. Provide fluorescent electrical lights and outlets for night work and altering of plant growth.

C. Work space

1. Provide three binds (under bench) for soil storage. Three cubic yards.

2. Provide sufficient shelves for equipment. 12 shelves, 10' long X 6' high

3. Provide 5' of space per student for work space. (36"high). 20 students.

As the horticultural program grows the following facilities will be needed. This should be taken into consideration when planning location of greenhouse.

1. Potting shed
2. Shade house
3. Composting slab with roof
4. Propagation house
5. Identification lab
6. Large equipment storage
7. Rest rooms, showers, lockers

IV. STORAGE

See Item III 2b, III 3a and 3b

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

A. To those programs which are closely related such as citrus, botany and animal science. The greenhouse could also be used by the botany department for propagation, growing and identification of plants.

B. To the Entire Campus

The greenhouse should be located away from the center of activity. It should be near a service drive for delivery of materials and supplies such as topsoil, peat moss and fertilizer.

HOME ECONOMICS

I. PHILOSOPHY

A. Purpose

This program is not in operation at the present, but will be needed soon. The Home Economics program will prepare students for advanced study at a senior institution and will also offer much to students who wish courses for personal use.

B. Objectives

1. Education for homemaking
2. Education for personal use
3. Education for gainful employment
4. Education for college transfer

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Food and nutrition
2. Clothing and textiles
3. Child development
4. Personal, family and social relations
5. Housing and home furnishings
6. Home management
7. Family economics

B. Activities

This will consist of a combination of lecture, group discussion, individual instruction and practice.

C. Grouping

Classes should be held to a maximum of 20.

D. Time Modules and Schedule

Certain courses will require more time than others. The average time spent will be one hour in lecture and four hours in the laboratory.

E. Methods of Instruction

There will be lecture, demonstration, laboratory work and individual conferences. Audio-visual equipment will be used.

F. Enrollment Projection of 5,000 FTE

Forty students

G. Number of Rooms or Spaces

Two extra large rooms (900 square feet each) to house work areas such as kitchen, dining area, living area and sewing area. They will also be utilized for class insturction.

III. SPACE OR AREAS OR ROOMS

A. Functions

The different work area will be places of individual work and informal sessions.

B. Furniture, Equipment and Instructional Materials

This program will require a kitchen area with two kitchen units, dining room area, living area and clothing area. The lecture room should be equipped for audio-visual aids.

C. Environment

All areas should be climate controlled. The living area should be carpeted.

D. Utilities

1. Water for the kitchen
2. Electrical service of 110-220 volts for the kitchen
3. Washroom and rest-room facilities should be located near by
4. Numerous outlets should be located in all areas.

IV. STORAGE

Each classroom will serve many purposes so the physical arrangement of each room will change from unit to unit. Some rooms will require considerable storage for equipment when not in use.

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

In the Science Technology complex

MID-MANAGEMENT MARKETING PROGRAM

I. PHILOSOPHY

A. Purpose

The purpose of the Marketing Program is to provide the business field with career-minded young men and women who, having completed two years of formal education, coupled with practical on-the-job experience, are ready to assume important responsibilities within business institutions.

B. Objectives

The primary aim of the program is to provide through classroom and independent study, coupled with practical on-the-job training, the essentials of marketing.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. General

   The general course work is made up of those subjects required of all junior college students in the State of Florida.

2. Specific

   Introduction to Business
   Principles of Salesmanship
   Creative Advertising
   Marketing Practice
   Principles of Marketing
   Business Mathematics
   Accounting
   Business Law
   Business Writing
   Principles of Retailing
   Principles of Management
   Economics

B. Activities

1. Teacher

   a. Lecture
   b. Lead discussions
   c. Perform demonstrations
   d. Coordinate student class projects
   e. Supervise student demonstrations
   f. Test (examine)

2. Students

   a. Lectures
   b. Discussions
      (1) Discussion leaders
      (2) Discussion coordinators
      (3) Discussion participants
   c. Marketing games
   d. Test Taking

C. Grouping

The class body will, from time to time, be broken down into discussion or problem solving groups. Each group will be composed of five to ten students.

D. Time Modules and Schedule

Class periods will be scheduled in the morning portion of the day only. Students will be released at approximately 11:50 a.m. for work assignments which will operate until 5:00-9:00 p.m.

E. Methods of Instruction

1. Lecture - discussion
2. Work - study

F. Enrollment Projections

Since the entire county is not considered a large retail center (Printer's Ink Marketing Reports 1963-64), top enrollment will probably not exceed 150 students.

G. Number of Rooms and Spaces

Approximately six classroom spaces will be needed (25 students per room maximum).

III. SPACES OR AREAS OR ROOMS

A. Function (see part II)

B. Furniture, Equipment and Instructional Materials

1. Furniture

   a. Twenty-five (25) arm type chairs (maximum) per classroom
   b. Demonstration tables

2. Equipment

   a. Electrical outlets where ever possible
   b. TV antenna wall fixture at the front of the classroom
   c. Movie screen at the front of classroom
   d. Lighting for demonstrations (at front of classroom)

C. Environment

1. Climate controlled
2. Movable chairs for grouping
3. Adjustable lighting

D. Utilities (see Part II)

IV. STORAGE

A. Desk storage should be provided for student books

B. Instructors should be provided with a desk and lectern

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

The program facilities should be located near the facilities of other business programs. To expedite exchange of ideas between and among faculty members.

NURSING

I. PHILOSOPHY

A. Purpose

To prepare graduates to give direct nursing care to patients in hospitals and other health agencies. Graduates will have competence to practice nursing at the beginning level, to recognize the nursing needs of individuals and to cooperate with other disciplines in promoting individual and community health.

B. Objectives

1. Develop skillful patient care
2. Recognize the nursing needs of individuals and groups of patients
3. Cooperate with other disciplines in promoting individual and community health
4. Understand the related scientific and cultural concepts pertinent to nursing
5. Communicate effectively with others
6. Self-directing and assumes responsibility for her own action

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Fundamentals of Nursing
2. Nursing Care of the Physically Ill, I and II
3. Nursing Care of the Mentally Ill
4. Maternal - Child Nursing
5. Nursing Trends

B. Activities

1. Teacher
    a. Lecture, discussion, demonstration, clinical observations- using chalkboards, movies and film strips, mock-ups, recordings and charts
    b. Supervision of laboratory practice; small group discussion
    c. Testing and checking student performance
2. Students
    a. Discussion, group presentations, reading, writing, reporting and clinical practice
    b. Review of tests and clinical performance
    c. Examinations

C. Grouping

1. Conference areas for 20 students
2. Classroom for 50 students
3. Lecture area for 200 students

D. Time Modules and Schedules

Fifty minutes per week for each lecture credit hour

E. Methods of Instruction

1. Lecture
2. Demonstration
3. Group presentations
4. Group discussion
5. Conferences
6. Self study
7. Laboratory
8. Individual instruction

F. Enrollment Projections

200 students

III. SPACES OR AREAS OR ROOMS

A. Classrooms

1. Two large classrooms, 50 student stations each and a demonstration area (patient units) in each room
2. Four conference rooms (16 student stations)
3. One auditorium - type classroom

B. Faculty

1. Office for Division Chairman
2. Office for Division's secretary
3. Reception room (10' x 10')
4. Office for department dead
5. Office for 10 professors
6. Office for one secretary and student assistant
7. Storage and work room adjoining Division secretary's office

C. Functions

1. Routine classroom lecture (see Part II)
2. Twenty students per class
3. Student waiting room large enough for six students

D. Furniture, Equipment and Instructional Materials

1. Desk chairs with arms
2. 1 small desk (36" x 20") with 1 drawer
3. Large portable floor standing lectern
4. Large chalkboard (minimum 4' x 8')
5. Display board 3' x 5'
6. Waste container
6. Acoustically treated walls, ceiling and floor
8. Windows to be darkened for film showing
9. Small window in door
10. Wall brackets for charts
11. Wall space to be used as screen for films
12. Floor space for two bedside nursing units
13. One conference table

E. Environment

1. Cheerful and pleasant
2. Adequate lighting for reading and writing

F. Utilities

1. Wall speakers connected to audio-visual equipment
2. Room climate controlled
3. Television inlet
4. Electrical outlets

IV. STORAGE

A. Space provided for students to change street dress to nursing uniform. A minimum of 200 sq. ft.

B. Storage cabinets along walls in class rooms.

C. Space for audio-visuals and models. A mimimum of 200 sq. ft.

V. RELATIONSHIP WITHIN SPACE OR AREA

A. Programs Closely Related

Location should be near the science division, particularly biology.

B. To the Entire Campus

The nursing area should be an integral part of the total campus and not a separate area.

OFFICE MACHINES

I. PHILOSOPHY

A. Purposes

The study of office machines best furthers the general philosophy of the college by teaching the students the importance of accepting responsibility which is one of the first things that a student learns in the office machines class.

B. Objectives

The general objective of the area is to enable the student to acquire a skill that will enable him to find his place in society and advance according to his abilities.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Ten-key Adding Machine
2. Full-key Adding Machine
3. Calculator
4. Transcribing Machine
5. Duplicating Machine (Stencil and Fluid)
6. Bookkeeping Machine
7. Comptometer
8. IBM Key Punch and Sorter

B. Activities

The student will be given instruction of the operation of the machine, after which he will develop a certain degree of skill and apply the principles learned to solving problems.

C. Grouping

The room should be arranged so as to give the student the feeling of working in a true office situation - with desks arranged as they might be in a business office. At the same time the surroundings should be pleasant with ample space for the instructor to move around among the students.

D. Sizes

The rooms should be large enough to accommodate approximately 20 students with "office manager's desk and chair."

E. Time Modules and Schedule

The student is scheduled for six hours of office machines per week - three with class instruction and three in lab.

F. Methods of Instruction

Most of the instruction will be on an individual basis. Guest speakers will be invited occasionally. Films will be shown.

G. Enrollment Projections for 5,000 FTE

One Hundred students (approximately)

H. Number of Rooms or Spaces

Three rooms should be sufficient - one for accounting machines, one for transcribing machines and one for duplicating machines.

III. SPACES OR AREAS OR ROOMS

A. Functions - Activities of Teachers and Students

(see Part II)

B. Furniture, Equipment and Instructional Materials

1. Each desk must be individually designed for the machine that will be used with it. For the adding machines and comptometers, a recessed type desk is desirable. For the transcribing machines, a desk large and sturdy enough to accommodate both an electric typewriter and the transcribing machine is required.
2. Chairs should be adjustable, foam cushioned.
3. A large work table for sorting and collating mimeographed work.
4. A stand for the mimeoscope.
5. Bulleting boards (2) approximate size: 3' x 2'
6. Dictionary stand
7. Chalkboard (approximate size: 3' x 5')

C. Environment

The office machines room should be adjacent to the instructor's offices.

D. Utilities

Adequate wiring should be installed at each station to accommodate the machines mentioned in Part II. Master switch should be installed. The rooms should be acoustically treated, temperature controlled and well lighted.

A lavatory should be provided in each room.

IV. STORAGE

Shelf space along one wall: about 3 shelves, each to hold 5 tubs. These tubs will contain students' work in progress, i.e. ledgers and statements for students working on bookkeeping machine. The tubs will be 15" long, 9½" wide and 7½" deep. Built-in storage cabinet across one side of the room, extending to the ceiling with shelves of different heights - with a depth of 18".

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

All of the business education classrooms should be located in one building with instructors' office adjacent to the typewriting and office machines classroom. It would be desirable to have the business education classrooms near the center of activity - but certainly not too far from the humanities and communications classrooms.

SHORTHAND

I. PHILOSOPHY

A. Purposes

The study of shorthand contributes in many ways to the development of an enlightened citizen. The students soon learn to accept the responsibility for their own skill development. Their cultural background is improved by the stress that is placed on vocabulary development. Many aspects of the business world are discussed in the classroom, thus giving the students a better understanding of the broad general structure of our free enterprise system.

B. Objectives

The general objective of this area is to equip the student with a skill that will enable her to find her place in society and advance according to her abilities.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Beginning Shorthand
2. Dictation
3. Transcription
4. Secretarial Practice (Medical and Legal)

B. Activities

1. In Beginning Shorthand the principles of shorthand are learned. This entails the use of a chalkboard and/or overhead projector. The students will need large individual desks which will enable them to keep the textbook open while taking slow dictation. The instructor will be walking around the room observing the students.

2. In Dictation the students will be primarily concerned with developing speed in taking dictation. Vocabulary will be increased, which will require the use of the chalkboard and/or the overhead projector. It is suggested that multiple-use desks be installed (one on which the typewriter is placed and one for regular classroom use) so that it will be possible for the students to transcribe their notes in the classroom on the typewriter.

3. In Transcription the students will still be developing speed in taking dictation but will also be developing speed in transcribing-thus the necessity for installing the multiple - use desks with typewriters.

4. In Secretarial Practice there will be times when the students will be working on committee assignments and will be in small groups. At other times the students will be taking dictation from businessmen, doctors and lawyers. The typewriters must be accessible for transcribing these notes.

C. Grouping

For most classroom activities the conventional placement of tables and chairs will be satisfactory.

Sizes

Space should be provided for 25 multiple - use tables and adjustable chairs - not more than 30.

D. Time Modules and Schedule

The class period shall be for one hour, three times per week. The student will spend a given number of hours per week in the shorthand lab.

E. Methods of Instruction

1. Lecture
2. Demonstration
3. Group
4. Conferences
5. Self study
6. Laboratory
7. Individual instruction

F. Enrollment Projections for 5,000

Beginning Shorthand	120
Dictation	60
Transcription	30
Secretarial Practice	20
Legal Secretarial	15
Medical Secretarial	15

G. Number of Rooms or Spaces

Two rooms should be provided - one for regular classroom instruction and the other room equipped as a shorthand laboratory.

III. SPACES OR AREAS OR ROOMS

A. Functions - Activities of Teachers and Students

(covered in Part II)

B. Furniture, Equipment and Instructional Materials

1. Shorthand Lab

a. Wiring should be installed to accommodate the 25 or 30 electronic listening stations connected to a single three-channel consolette. Each table should be wired for an electric typewriter.

b. The room should be climate controlled and well lighted. A master switch should be installed.

c. Facilities for all types of visual aids should be available.

d. The room should be large enough to provide space for the 25 or 30 "L" shaped tables, each approximately 40" x 21" x 18" x 29".

e. Chalkboard across the front of the classroom.

f. Adequate space should be provided between each table to enable the instructor to move around and observe each student at work.

g. Space in the front of the room for the storage cabinet, which holds the 25 stations and three-channel consolette. Size of the cabinet is 26" high, 3' x 5'.

2. Shorthand Classroom

   a. The classroom should be equipped with multiple - use tables. Each table should be wired for an electric typewriter.

   b. Built-in storage to provide for supplementary materials (books and pamphlets for dictation - dictation records)

   c. The room should be climate controlled.

   d. Facilities for all types of visual aids should be available.

   e. The room should be large enough to provide space for the 25 or 30 multiple use tables - 18" x 36" (main table), side extension table 18" x 24" (This smaller table is at right angles with the main table) with adjustable typist's chair.

   f. Chalkboard across the front of the classroom.

   g. Bulletin board on one side wall.

   h. Windows are not necessary.

   i. Adequate space should be provided between each table to enable the instructor to move around and observe each student at work.

IV. STORAGE

(covered in Part III, B)

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

All of the business education classrooms should be located in one building with instructor's offices adjacent to the typewriting and office machines classroom.

It would be desirable to have the business education classrooms near the center of activity - but not too far from the humanities and communications classrooms.

TYPEWRITING

I. PHILOSOPHY

A. Purposes

The study of typewriting contributes directly and indirectly to the enlightened citizenry. Many types of problems must be solved in the class, which call for a discipline of a physical, mental and emotional nature.

B. Objectives

The general objective of the area is to equip the students with a skill that will enable him to find his place in society and advance according to his abilities.

II. INSTRUCTIONAL PROGRAM

A. Courses

1. Beginning typing
2. Intermediate typing
3. Advanced typing

B. Activities

The room will have one specific purpose; A place in which pupils will learn to typewrite. The instructor will give demonstrations and explanations and the students will practice what has been demonstrated or explained.

C. Grouping

There should be two typing labs each to accommodate approximately 40 students. Seating arrangement should be conventional.

D. Time Modules and Schedule

The student is scheduled for six hours of typing per week (half of which is done in a lab.)

E. Methods of Instruction

Most of the teaching is done by demonstration and explanation. Films are used in this connection. The Skill Builder will be used. Most of the time is devoted to actual typing by the students.

F. Enrollment Projections for 5,000 FTE

1. Beginning Typewriting	130
2. Intermediate Typewriting	100
3. Advanced Typewriting	50

G. Number of Rooms or Spaces

As stated above, there should be two typing labs.

III. SPACES OR AREAS OR ROOMS

A. Functions

Explained in Part II

B. Furniture, Equipment and Instructional Materials

1. Sturdy adjustable typewriter desks - size 40" x 21"
2. Demonstration stand and typewriter
3. Dictionary stand with unabridged dictionary
4. Tub on stand or table, equipped with alphabetic guides (students place completed work in the "tub")
5. Stand or table for record player
6. Bulletin board on wall
7. Blackboard across front of room
8. Wiring for all types of visual aids
9. Adjustable chairs
10. Lecturn
11. Map rail with hooks for wall charts

C. Environment

Acoustically treated and climate controlled.

D. Utilities

Wiring should be installed to accommodate typewriters and audio visuals, perferably with floor outlets. Two master switches should be installed.

IV. STORAGE

A. 100 square feet cabinet storage

B. Four-drawer file (metal)

V. RELATIONSHIPS WITHIN THE SPACE OR AREA

A. Typing lab should be adjoining the other business education classrooms.

B. Would be desirable to have the business education classrooms near the center of the activity - but certainly not too far from the humanities and communications classrooms.

MAINTENANCE

I. PHILOSOPHY

A. Purposes

Provide the best possible physical environment to aid the learning process.

B. Objectives

Maintain buildings and grounds in good physical repair.

II. MAINTENANCE PROGRAM

A. Activities

1. Cleaning - continuously
2. Preventative maintenance
3. Repairs - as needed

B. Staff

1. Engineer
2. Superintendent of buildings and grounds
3. Carpenter
4. Electrician
5. Plumber

C. Recommendations

At the present time maintenance is provided by a county crew, however, it is recommended the college have its own maintenance program when the new facility is finished.

III. SPACES

A. Office for Engineer

Furnished with desk, chair, 4 drawer file cabinet

B. Maintenance shop

1. Work bench with vice and cabinet for hand tools
2. Radial or bench saw, jointer, bench grinder, drill press, portable saw, router and hand drill for wood working.
3. Work bench with vice, pipe dies, soldering equipment and other hand tools for plumbing, air conditioning and heating maintenance.
4. Work bench with vice and cabinet for electricians' tools.

C. Environment

Shops should be adequately ventilated and lighted

D. Utilities

1. 110 - 220 volts outlets
2. Compressed air and gas
3. Telephones and intercom

IV. STORAGE

A. Provisions for lumber, pipe, paint and general maintenance facilities should be provided - approximately 3,000 sq. ft.

B. Space for rolling stock; trucks, tractors, mowers - approximately 2,000 sq.ft.

V. RELATIONSHIP WITHIN SPACE OR AREAS

Should have access to road and not interfere with instructional program. Located where entire campus can be economically and efficiently served.

OPERATIONS

I. PHILOSOPHY

A. Purposes

Create an environment that will be conducive to learning.

B. Objectives

Maintenance of the housekeeping activities concerned with keeping the physical plant open and ready for use.

II. PROGRAM

Cleaning, disinfecting, heating, lighting, communications, power, moving furniture, handling stores, caring for grounds and other such housekeeping activities as are repeated somewhat regularly on a daily, weekly, monthly or seasonal basis.

III. EQUIPMENT

A. The necessary hand and power equipment, conveniently located to facilitate ease in housekeeping and conservation of time, to carry on the above program. Mop, mop buckets, carts, brooms, dusting tools, disinfecting materials, chalk board cleaning equipment, floor cleaning machines, window cleaning equipment, etc., for housekeeping of buildings.

B. Power mowers, rakes, hoes, shovels, water hoses, carts, etc., for maintaining the shrubs, lawns and other landscaped areas.

IV. STORAGE

In order to adequately meet the needs of the instructional, operational and maintenance supply requirements, three types of storage facilities are required.

Central supply and equipment warehouse should be located near ground keeping storage area and should be easily accessible to delivery trucks. This area must also be located so a minimum amount of time is spent by personnel in carrying out their responsibilities.

A. Central Supply and Equipment Warehouse

1. This facility must be adequate in size to house six months' supply of instructional supplies such as ditto and memo paper, chalk, duplicating fluids and stationary, etc. It must also house six months' supply of custodial needs such as paper towels, toilet tissue, cleaning supplies and equipment. Space must be provided for storage of folding chairs and tables, etc., used in convocations and other large group assemblies. Space must also be provided for space office and classroom furniture and equipment.

2. It would seem a warehouse of this type should have about 4,000 sq. ft. of floor space with 12' to 14' high ceiling. Large doors should be provided for ease in loading and unloading.

B. Service Storage Areas

1. These areas should be located with at least one in each floor or wing or for each pair of restrooms.

2. This area should house a janitorial sink, day-to-day supply storage shelving, janitorial hand tools, cleaning equipment, trash containers, work carts, etc.

C. Grounds Keeping Equipment

1. Space should be provided to house tractor, mower, hand and power tools, spray equipment, supplies, trash moving equipment, trash containers, clean-up provisions for equipment and personnel, etc.

2. This area should be adequately housed in about 1,000 sq. ft. It would seem that a staff of 4 would be required to carry on this activity for the 100 acre site. This area should include space for a small shop equipped with tools so that maintenance of equipment may be carried on.

V. MISCELLANEOUS

A. Mechanical

Ample provisions should be made available in order that preventative and operational maintenance can be carried out economically, safely and efficiently.

B. Toilets

An adequate number of toilet facilities should be available in each building for both sexes. This should meet the State law requirements for an educational building. These should be designed for ease in cleaning and maintenance. Constant janitorial services should not be necessary.

C. Parking

As this is a Community College and all personnel will be commuting, adequate parking facilities must be provided, easily accessible to all activities. These areas should be designed for ease in traffic control and policing. Consideration should be given in arranging for special activities such as athletic events, student extra-curricular activity, etc., held day and night, It would seem advisable to locate approximately 3,000 student cars in one or two long lots with provisions for faculty (about 250) and staff (about 200) in other areas near the respective work areas. Provisions for visitor parking (about 25) should be located near the main administration building. Thought should be given to control of student parking as to easy access from main routes and security control while on campus.

D. Service Drives

Service drives should be arranged for ease in access to all buildings for cleaning, maintenance and deliveries.